

FIRST SCHEDULE

Form of Application for Registration of a Charitable Children's Institution

Type of organization (NGO, Religious etc.) KENYAN NGO for CCI

Year of inception 2019

Name of institution SOLES DE AFRICA / SUNS OF AFRICA

Physical Address KJD / KAPUTIEI NORTH / 60560 / KITENGELA

Postal address 00204 – 479 KITENGELA

Telephone No +254721762511

Email info@solesdeafrika.org

Name of chairman (or person of similar office)

JUAN ALGAR

Postal address.....

Telephone +254 7 1439 1610

E-mail JALGAR@INTLHELP.ORG

Name of person in charge MAUREEN N NJUGUNA

Postal address P.O. BOX 63724,00619 MUTHAIGA, NAIROBI, KENYA

Telephone No +254721762511

E-mail reeneenjuguna4@gmail.com



Does the institution already host children? Yes

If yes, what is the present capacity? (List total number of children)

TOTAL CAPACITY: 20 CURRENT GIRLS: 4

If no, what is the intended capacity? (List total number of children)

..... Boys..... Girls.....

I/We hereby make application for registration as a charitable children's institution. I/We have attached all relevant documents and information hereto.

NAME: JUAN ALGAR

Designation FOUNDER CHAIRMAN

Signature.....

Date: Day 1ST ... Month SEPTEMBER ... Year 2019

FOR OFFICIAL USE ONLY

Received by

Designation.....

Signature.....

Date: Day.....Month.....Year.....

Application approved: YES..... NO.....

SUNS OF AFRICA RESCUE CENTER



KITENGELA HUMANITARIAN SOCIAL PROJECT

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SUNS OF AFRICA KITENGELA RESCUE CENTRE

1.0 INTRODUCTION

1.1 About Suns of Africa Rescue Centre – SARC

SARC is an acronym for Suns of Africa Rescue Centre which in turn is a project of the NGO Known as INTERNATIONAL HELP ALLIANCE -I.H.A.- the parent NGO was duly registered on 21st July, 2013 under the NGO Co-ordination Act of Kenya (**Certificate of Registration, PIN, District Children's Office Isinya SubCounty Registration, list of Directors, property Ownership Absolute Title Deed, attached as ANNEX 1**). From its inception both the NGO and the Foster Rescue Centre were designed to carry out humanitarian work focusing on offering assistance to the vulnerable and marginalized members of the society. Specifically, the main activities of SARC focus on alleviating babies and children suffering by providing care services to victims of gender based violence, harmful cultural practices, child abuse, abandonment of children and other forms of discrimination and negligence by the society. SARC and the parent IHA is a non – profit organization.

1.2 Our Vision, Mission, Overall Goal and Core activities

Vision

To become the leading Rescue Center that provides humanitarian services of saving lives offering protection for the children suffering, empowering them to uplift themselves from poverty and offering hope and lasting change in the lives of vulnerable and marginalized members of the society.

Mission

The mission of the Kitengela Rescue Centre is to provide rescue services, shelter and protection to victims of harmful cultural practices like, teenage pregnancies, orphans and vulnerable children (OVCS), abandoned babies and also victims of child abuse like physical torture, child labour and sexual harassment. The centre will also offer psycho-

social support and empowerment counseling for the traumatized victims as preparation of their proper integration into the society.

Overall Goal

The overall goal is to offer shelter and care to the rescued abandoned children and babies, psycho-social support, guidance, protection and rehabilitation to victims of orphans and vulnerable children before integrations them back to the society.

Our Core Activities

The following are our core activities:

1. Plan, organize and carry out rescue services for abandoned children and babies in collaboration with Government ministries and other stake-holders.
2. Offer shelter, psycho-social support, counseling and guidance to teenage mothers and OVCS.
3. Carry out rehabilitation and capacity building in form of vocational skills in order to empower those who have been rescued.
4. To carry out outreach, awareness creation and advocacy in the wider society on the challenges associated with abandonment of children and the need to respect the rights of all those affected.
5. To prepare all those teenage mothers and OVCS who have undergone rehabilitation and protection for the final integration back to the society.

We shall be guided by the following guiding principles and core values:

- Compassion and love for fellow human beings
- Respect for human rights and sanctify of life
- Non –discrimination on basis of color, race, ethnicity, religion or gender
- Integrity, honest and due diligence

2.0 PROJECT BACKGROUND AND JUSTIFICATION

2.1 Project Content

SARC is a project of I.H.A. which has been carrying out similar programs of assistance to vulnerable and marginalized members of the society especially children and babies in other parts of Kenya particularly in the slum areas like Huruma, Kibera and Mathare in Nairobi. They have also been involved in carrying out similar activities in Kasenda, South Fort Portal, Uganda.

Therefore, they have accumulated a lot of experience in dealing with victims of violence, social discrimination and disparate cases of abandoned babies and children. The founder and Patron of the Rescue Centre has a very wide hands on experience in humanitarian work having worked with the Catholic movement led by Mother Teresa of Calcuta and Sisters of Mercy.

Physical and Special coverage

The SARC project and the centre itself is situated on a two acre plot on which all the physical facilities are being already constructed and ready to start. It is located 5kms off the Nairobi, Namanga Highway from the KAG University turn off on your way to Konza. The Centre is situated in Kitengela area of Kajiado County. Our activities will be carried out in Kitengela and other parts of Kajiado which include the administrative units of Kajiado Central, Ngong and Mashuru sub-counties. We shall also accept and assist children from the neighbouring Mavoko Sub-County of Machakos and our sister rescue centres in Nairobi slum areas like mentioned before.

Demography and our target group

According to our Vision, Mission and Overall Goal, our core target group is made up of babies, children, and teenage mothers. The first age bracket is between 0 years to 8 years. The second age bracket is between 9 to 16 years. Therefore, it is very important to understand the basic demographic scenario in our target area as part of our project context. We shall focus on Kajiado County.

Kajiado is located in the Rift Valley region and about 80 kms from Nairobi city. It occupies an area of 21,901 Sq kilometers and on the site where our Centre is located it borders Machakos and Makueni to the East and Nairobi to the North. According to 2009 National census Kajiado had populations of 687,321 people. This population comprises of 50.2 male which is approximately 345,035 and 49.8 female 34,225. The youth comprise of 70% of the total population which is 481,124. It is estimated that the population of the boys is 241,524 and that of the girls is 239,599. Our target group falls in the youthful population of 481,124. This is the major part of the total population of the area which we put into consideration when coming up with our project and more specifically its location.

2.2 Problem Statement and Justification

2.2.1 Problem Statement

During the project conception and design we carried out a survey and found out the following:

- i. **Rampant causes of young girls who are victims of discriminatory cultural practices which infringe on the rights of the girls in the Maasai Community. These practices though are part of the rich Maasai culture bring pain and anguish to the girls and the female gender at large. They include:**
 - Forced early marriages
 - Teenage and under age pregnancies
 - Circumcision which is also referred to as female Genital Mutilation – FGM

This practice denies the victims chances of getting good education, their basic human, rights and the right to natural development into motherhood and can occasionally bring in mental and physical suffering.

- ii. **Rampant cases of child abuse and abandoned babies and children**

Most of this information was obtained through interviews of key informants and reports for other organizations involved in child protection work.

These include; Child line 116 who are the custodians of the line through which reports of child abuse is reported. The others are organizations like KLAN, CRADLE, ANPPCAN, GOAL Kenya, and SISTERS OF MERCY of MOTHER TERESA, DON BOSCO, NAIROBI WOMEN HOSPITAL and SOS CHILDREN HOME. Yet more information was obtained from police and media reports.

iii. Increased cases of Teenage pregnancies and forced early marriages

In particular are the deplorable conditions under which the babies by minors some between 12 and 13 years old lacked proper maternal care leading to death of babies or mothers at child birth. Teenage marriages especially to girls who are minors deny them their natural rights of growing into responsible motherhood. They are not mature enough to undertake the role of wives and mothers and therefore they need protection.

iv. Increased cases of Gender Based Violence

Some of the cases that have been reported have to do with children both boys and girls who have been violently beaten up, some to the point of almost dead based on their gender. We obtained information on some girls who have been physically and sexually molested by their guardians and denied medical treatment just because they are boys. In extreme cases either the husband kills his wife and children and runs away or women have also done the same to their husbands and children.

2.2.2 Justification

After looking of the problem we came with the project intervention on the basis of the following observations and conclusions.

- i) Although there are other organizations carrying out some care work, very many of them are not using holistic approach which includes provision of psycho-social support, capacity building and empowerment and preparing the clients for eventual integration into the society and transformation. We therefore noted that there is a gap we can fill by starting a centre with holistic approach.
- ii) We observed that most of the other organizations that deal with rescue and protection of children and actually have their own rescue centers are based

outside Kitengela area. Most of those in Kitengela are just ordinary children homes. Those organizations that specialized in rescue work are overwhelmed by increase in those who need their help and there capacities and facilities are overstretched by sheer numbers. Therefore, we saw a need to start our centre in order to share this problem by also carrying out care and protection.

- iii) We observed that we can leverage on our strength in carrying out rescue activities in particular we noted that we have previous long term experience in carrying out similar activities both in Kenya and outside. Our patron and founder and some of the staff we want to recruit have over 20 years working experience in various organizations doing similar work like Sisters of Mercy Rescue centre in Huruma and Mathare, Goal Kenya, SOS Children Homes and Kasenda in Uganda. We also have an advantage of having our own physical space which is currently 2 acres in Kitengela where we have constructed a building and are on the verge of expanding our facilities as the project expands.

3.0 PROJECT DESIGN AND DESCRIPTION

Our project is situated in Kitengela area as stated under the project context. The project activities will be carried out in Kajiado County and parts of Nairobi, Machakos and Makueni counties. The main urban centres that will be covered by our care work include Nairobi city, Athi River, Kajiado town, Ngong, Ongata Rongai, Kitengela, Isinya, Sultan Hamud and Namanga.

3.1. Target Group and Stakeholders

Our project is designed to serve and collaborate with the following target group and stakeholders.

a) Target group/beneficiaries

The beneficiaries in our project are those identified during the project inception and conception and fall into the following categories.

1. Abandoned young children and babies
2. Victims of child abuse
3. Victims of harmful cultural practices, anti-social behavior.
4. Victims of Gender Based violence and human rights abuse.

Abandoned young children and babies

Abandoned children are those that are normally collected either by the police, Social workers or the public after their mothers give birth and throw them away to escape the responsibility of bringing them up. Another category are those that are abandoned in health facilities by their parents who are unable to pay hospital bills. Young Children and especially orphans have been found abandoned in various places without anybody to care for them. In most of these cases their parents or relatives are not known at all

Victims of child abuse

Child abuse includes physical violence, sexual violence negligence, psychological torture and forced child labour. Most of the children who are abused are the vulnerable because they

are orphans or one parent has died or are children from broken marriages and they need help.

Victims of harmful cultural practices and anti – social behavior

This target group includes teenage mothers and girls who have been forced into early marriages against their wish. Others include those who have been forced to undergo female Genital mutilation and denied the right of going on with their education or to be married off at very tender age of between 9 to 13 years. There is also a category of girls who are made to become pregnant at very early age, sometimes through rape and are later abandoned by those responsible thus making them vulnerable and destitute because they cannot take care of their babies.

Victims of Gender Based Violence and human rights abuse

Gender Based Violence is any violence that is directed at boys and girls on the basis of their gender. This includes violence at home directed at the children whether they are boys or girls but is done because of their gender. One may hate a child just because she is a girl or is a boy.

b) Stakeholders

The following will be our key stakeholders

- Ministry responsible for youth and children, specifically the children Department for policy guideline and supervision.
- The provincial Administration
- Child line 116 for reporting cases of children in distress and requiring rescue and protection
- Police and probation Department
- Child welfare society of Kenya
- Children welfare Organizations like ANPPCAN CRADLE, KLAN, S.O.S CBOS, RED CROSS etc.
- County Governments of Kajiado, Machakos, Makueni and Nairobi

3.2 Objectives

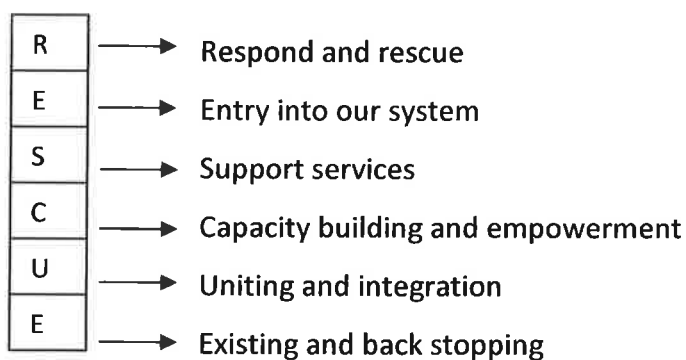
Our objective is as follows

- To establish the physical facilities of the Rescue Centre
- To increase access to child protection and care for abandoned children and babies
- To reduce incidences of child abuse, Gender based violence, early child marriages and pregnancies other harmful cultural practices
- To increase access to maternal health care psychosocial support and protection of poor teenage mothers and victims of violence.
- To increase access to capacity building and empowerment by providing life and vocational skills.

3.3 Conceptual framework and description

3.3.1 Approach and methodology

In designing and planning the project, our basic approach is to offer a holistic service that focuses on protection, socio–psycho support, life skills, vocational skills and prepare our beneficiaries for eventual integration back into the society. Therefore, our holistic services and all our operations will be based on a simple model called RESCUE as described below.



The following is a description of our methodology based on our project concept and model. Our services in accordance with the model will be offered in a cycle always starting at R that is respond and rescue and ending at E for Exit.

STAGE 1 or R – RESPOND AND RESCUE

At this stage our centre staff will liaise with other stakeholders in responding to distress and needs of our beneficiaries and contact them in preparation to rescue them. With the help of stakeholders the identified and selected beneficiaries will be introduced and settled in our Rescue Centre at Kitengela.

STAGE 2 OR E – ENTRY INTO OUR SYSTEM

At this stage the beneficiaries who have been settled into centre will be taken through a process of debriefing. They will now be officially registered with us and all their personal details will be recorded. They will be taken through a process of orientation and introduced to the routine daily activities within the centre and particularly allocate individual tasks and chores.

STAGE 3 OR S - SUPPORT SERVICES

At this stage the rescued beneficiaries will start by being offered shelter, food and accommodation. They will be given life support services like clothing, sanitary items and basic health requirements. The major activities at this juncture will be to offer psychological counseling and guidance, for those who have undergone some trauma they will be offered specialized counseling to overcome the effects of the trauma.

They will be given a second orientation on the expected code of behavior and social interaction with clear do's and don'ts. They will also be offered recreational facilities and spiritual living and games activities.

STAGE 4 OR C - CAPACITY BUILDING AND EMPOWERMENT

During this stage the beneficiaries will be taken through training on life skills which will enable them to cope with life in future. They will also be offered vocational and basic technical skills in our vocational training centre which is phase two of our project. Some of them will be trained in health service skills in our maternity wing or sponsored for courses on nursing care and nutrition. Those interested will be trained on agricultural food production.

STAGE 5 OR U – UNITING AND INTERGRATION

At this stage the beneficiaries will be trained on advocacy and awareness creation in collaboration and with help from our stakeholders. The beneficiaries will be linked or united with their relatives and other institutions for integration back into the society.

STAGE 6 OF E – EXIT AND BACKSTOPPING

The beneficiaries will be prepared for final departure and exit the centre through a process of debriefing, the centre will have a follow up services to monitor the lives of ex-beneficiaries and offer any help they can as part of backstopping.

3.3.2 Description of project phases

The Centre program is divided into 3 components and 3 phases. The three components comprises of Rescue and Rehabilitation services, maternal health and skills development and leadership and empowerment program.

Phase I – Care and Rehabilitation Services

The first phase will focus on **our core mandate** of carrying out rescue and rehabilitation services to our core beneficiaries and target group. These include abandoned babies and children, victims of harmful cultural practices, teenage mothers, victims of harmful cultural practices teenage mothers, victims of early forced marriages, victims of Gender Based Violence and other marginalized groups like orphans and vulnerable children. The rescue and rehabilitation services will follow our rescue model which is clearly described in our approach and methodology. This simple approach will start with identification of our beneficiaries, selecting and introducing them to our centre. This will be followed by a program of rehabilitation before they are integrated back into the society. The rehabilitation service will be carried out as follows:

- The abandoned babies and children will be given the equivalent of the mothers care and kept in our centre until they are old enough to be transferred to foster parents or other children institutions or re-united with their families if they can be traced.

- Victims of harmful cultural practices will be given shelter, go through a process of psycho-social support. Then they will be reconciled with their families or referred to institutions that can provide them with education after getting sponsorship.
- Victims of early pregnancies will be given shelter and protection. Then they will go through a process of psycho- social counseling. Those who can be trained further will be offered basic vocational Training before linking them with organizations than can support them to start income generating activities. Those who are willing will be linked and reconciled with their families.
- Victims of gender based violence will be given shelter and protection and rehabilitation through psycho-social and trauma counseling. Those who are ready will be reconciled with their relatives for further integration or receive basic vocational training then released into society.

These activities will be continuously and will follow a cycle such that when one group exits another group will be taken in to go through the same rehabilitation process.

Phase 2 – Leadership and Empowerment program

This phase will be introduced towards the 2nd year of our program after a thorough evaluation of our achievement in our other phase. In this phase the centre will establish a special advance program where our beneficiaries can be given advance Training in leadership and Empowerment. This will be done in collaboration with institutions of higher learning both in Kenya and outside the country. This centre that will host the program will be fully fledged to include a hostel and cafeteria that will be an income structure activity. The process which will go towards the maintenance of the children.

3.3.3 Project outputs and main activities

The following will be our main outputs and key results areas:

- 1. The activities centre infrastructure and physical facilities developed and in operation**

ACTIVITIES

- Expansion of existing building to accommodate more beneficiaries
- Construction of an equipping a small vocational Training unit and empowerment unit with an adjoining hostel and cafeteria.

2. A program for identification and intake of beneficiaries developed and working

ACTIVITIES

- Identification and selection of the beneficiaries to be rescued.
- To intake the beneficiaries into the institution by bringing them to stay in the centre.
- Provide shelter and protection to the recruited beneficiaries.
- Giving the beneficiaries the necessary orientation to help them settle and adapt to their new environment.

3. A program for beneficiaries support services developed and working

ACTIVITIES

- Provide trauma counseling and guidance
- Offer psycho-spiritual care and other social support services.
- For abandoned babies and children offer nursing and nutritional care
- Offer life skills to the beneficiaries

4. Beneficiaries capacity building program developed and ongoing

ACTIVITIES

- Developed a curriculum train the beneficiaries on vocational trade skills e.g. tailoring and dressmaking.
- Provide training in leadership and empowerment.
- Provide training on advocacy skills

5. A program for outreach, exit and integration of beneficiaries to the society developed and ongoing

ACTIVITIES

- Carry out outreach and advocacy activities in the society to sensitize on challenges faced by the beneficiaries.
- Identifying relatives of the beneficiaries who can accept back our centre beneficiaries who have been rehabilitated.
- Linking the beneficiaries to other institutions who can offer further assistance and sponsorship.
- Facilitate reconciliation and adaption between the rehabilitated beneficiaries with their relatives and prospective foster parents.
- Make arrangements for smooth exit by the beneficiaries from the centre.
- Carry out follow up and backstopping activities on our beneficiaries who have the centre.

4. PROJECT IMPLEMENTATION

Our care services have been developed and organized as a project. The project is planned to take 5 years initially with a chance of being renewed and continued into the future possibly another 10 years. The current project is divided into 3 components which we also call our 3 phases as elaborated in our project design and description.

The implementation of the project will follow the same phasing of the project. In particular this section is divided into 3 components associated with implementation of our program. The following are the three main parts

- Work plan (**Architectural plans and drawings, attached as ANNEX 2**)
- Management and organization
- Monitoring and evaluation

4.1. WORK PLAN

TIME LINES

ACTIVITY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Care and Rehabilitation					
1. Preparation of the rescue and rehabilitation policy and program	xxxxxxx				
2. Beneficiary identification, selection and intake	xxxxxxx	xxxxxxxxx	xxxxxxxxx	xxxxxxx	xxxxxxx
3. Offering for shelter, protection and care	xxxxxxx	xxxxxxxxx	xxxxxxxxx	xxxxxxx	xxxxxxx
4. Offering psycho-social support	xxxxxxx	xxxxxxxxx	xxxxxxxxx	xxxxxxx	xxxxxxx
5. Capacity building & skills development	xxxxxxx	xxxxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx
6. Uniting and integrating the beneficiaries back into society	xxxxxxx	xxxxxxxxx	xxxxxxxxx	xxxxxxx	xxxxxxx
7. Existing and follow up	xxxxxxxxx	xxxxxxxxx	xxxxxxxxx	xxxxxxx	xxxxxxx
Women Leadership and Empowerment Center					
1. Offering leadership and empowerment training		xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx
2. Evaluations		xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx

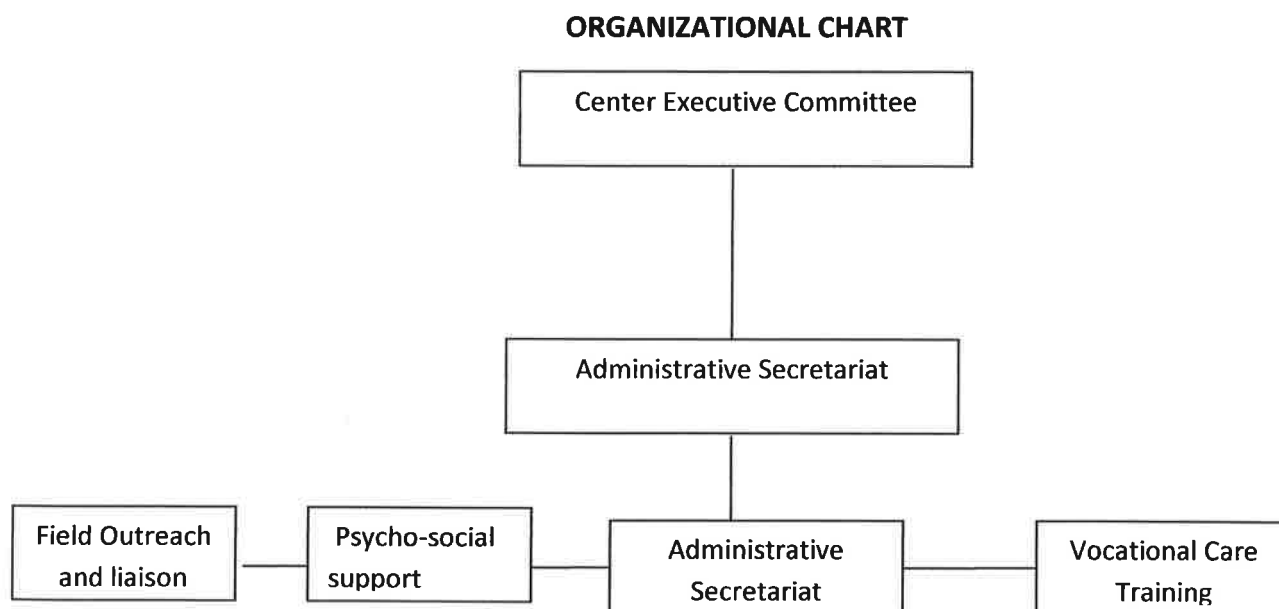
4.2. Organization and Management structure

Suns of Africa Rescue Centre is a welfare organization based on delivery of rescue and protection services and is organized according to the structure of similar welfare organizations with strict adherence to best practices in governance. Policy guidance will be developed on administrative structure, policies and procedure. The centre will administer through a committee system that is overall in charge of the centre operations will be referred to as centre Executive Committee. Working directly under that committee will be administrative secretariat headed by a manager who in turn will be assisted by an assistant manager.

The centre will be divided into the following departments or sections

- Field outreach and Liaison Department
- Psycho-social support Department
- Maternal Health care and vocational Training Department
- Administrative and finance department ministrations and Finance Department

These Departments are shown in the organizational chart below;



Responsibilities

The responsibilities of the units will be as shown below

a) Centre Executive committee (CV, Good Conduct Certificate, Health Certificate, attached as ANNEX 3)

The centre Executive committee will be headed by the patron and founder of SARC. The other members will be the centre manager and the other heads of the Departments.

It will be responsible for:

1. Formulation of policies and regulations that govern the centre
2. Development and approval of all Centre activities and programs
3. Supervision and oversight of the program and activities of the centre
4. Liaison with and collaboration with government Departments and other child welfare organizations

Planning, oversight and control of all financial functions including being signatories to all financial documents

b) Administration secretariat

- The secretariat shall be responsible to the can centre Executive committee for day to day administration and management of the centre under the supervision of the Executive committee.
- In charge of all the financial planning and controls, in charge of office administration

c) Field outreach and liaison Department

- Responsible to the centre manager and Executive Committee for outreach for outreach and advocacy programs.
- Liaison with all stakeholders for purposes of identification selection and intake of the centre beneficiaries.
- Liaison with all stakeholders for purposes of uniting and integrating the centre beneficiaries at the exit stage

d) Psycho – social support and care Department

- Responsible to the centre manager and Executive Committee for offering protection and care to the beneficiaries at intake stage.
- Carrying out debriefing and orientation of all newly recruited beneficiaries
- Offering care and support to babies and the rescued children.
- Offering psycho-social and trauma counseling and guidance
- Training beneficiaries on life skills

e) Advisory Board (List of Members attached as ANNEX 4)

The proposed staff compliment

As a Center prepared to house and care for up to 20 children, our minimum Staff is composed of:

IN HOUSE

- ✓ Center Manager
- ✓ Manager Assistant
- ✓ Social Worker
- ✓ Housemother
- ✓ Cook and Cleaner
- ✓ Gardener
- ✓ Askari Security Guards

OUTSIDE

- ✓ Executive Director
- ✓ Administration & Back Office
- ✓ Accountant
- ✓ External Independent Auditor
- ✓ Nurses
- ✓ Psychologist specialized in children and traumas

4.3. Monitoring and Evaluation

In order to make sure that our entire rescue program achieves the intended purpose, a simple but affective method will be followed by all the staff through an elaborate and systematic collection, analysis of data and reporting system.

a) Monitoring

Our monitoring procedure or system will be a continuous and systematic process of collection of data to be followed to assess our work plans, efficient utilization of resource inputs and progress towards attainment of outputs. In order to do this the following methodology will be used

- i) Every Head of a section or Department will be required to prepare half year work plans and develop forms for collection of data on the activities, staff and resource inputs.
- ii) They will be required to produce routine progress reports containing data on their activities, number of clients served, challenges experienced and recommendations on the way forward. This will be done monthly and reports be handed over to the centre management committee.
- iii) The centre accountant will be required to produce a report following a budgetary control process after carrying out an analysis of any variances between funds allocated, the actual money spent and any variances whether more or less has been spent on particular items. An example is shown below.

	Budget	Actual	Variances
Field allowance	20, 0000	25,000	5,000
Kitchen food expenses 100,000		90,000	10,000

All the staff who is involved in providing various services will be required to provide data on the following;

- The number of beneficiaries intake over a period of 3 months
- Number of abandoned babies and children brought to the Centre
- Number of cases on cultural practices, early marriage brought to Centre
- Number of beneficiaries provided with support services like counseling and guidance
- Number of Trainings carried out

In all these cases the persons in charge will indicate the cost and whether their targets have been achieved and compiled into reports and handed over to the Centre Executive Committee.

b) Evaluation

As a matter of policy Suns Africa Rescue Centre will conduct the following types of evaluations:

1. An internal continuous evaluation at the end of every year
2. An external financial evaluation every year
3. Mid term external evaluation during the third year of our operation
4. End term external evaluation at the end of the fifth year. During fifth year is when the centre is expected to make a decision on whether to continue or end the project.

5. PROJECT SUSTAINABILITY

During the conception and planning of the Suns of Africa Rescue Centre project the planning team came up with ideas on both its sustainability and exit strategy. The following are the main interventions that have been included to ensure sustainability.

1. Supplementing the food requirements:

An idea was mooted for carrying out own production of some of the foods that will be consumed by the beneficiaries during their stay in the centre instead of buying.

2. During the construction of the vocational training unit.

3. A small production section will be included for the trained artisans to produce some items that can be sold to earn the centre some income. For example, a tailoring and dressmaking class can be contracted to make uniforms and get some income

4. During the third phase a hostel and cafeteria will be constructed and the income from the both the hostel and the cafeteria will be used in meeting some of the costs in running the Centre.

5. The capacity of the local staff will be trained internally so that they can take over some of the work that is left behind by hired experts who will exit the centre at the expiry of their contracts

6. The Centre will develop networks and strategic alliances with various stakeholders especially those dealing with children so that they can carry out some projects jointly.

7. The existing trainees and beneficiaries will be linked to sponsors who can assist them with equipment and machinery to enable them to run their own income generating activities.

8. The local community will be trained through an outreach program to solve some of their problems especially those dealing with negative and harmful cultural practices to ease the burden of dealing with such cases at the Centre.

5.1 PROPOSED MONTHLY BASIC BUDGET TO FIVE YEARS

	YEAR 1.	YEAR 2	YEAR 3	YEAR 4	YEAR 5
	KSH MONTH	KSH MONTH	KSH MONTH	KSH MONTH	KSH MONTH
Staff cost	172,000	206,000	250,000	322,000	402,000
Food cost	30,000	50,000	70,000	90,000	110,000
Medical cost	50,000	75,000	100,000	125,000	150,000
Water cost	5,000	10,000	15,000	20,000	25,000
Electricity cost	20,000	25,000	30,000	35,000	40,000
Repair and Maintenance cost	20,000	25,000	30,000	35,000	40,000
Miscellaneous cost	20,000	25,000	30,000	35,000	40,000

5.2 SOURCES OF FUNDS



5.3. AUDITED ACCOUNTS (Attached as ANNEX 5)

6. BEHAVIOUR MANAGEMENT AND HHRR POLICY

The behavior Management Policy will provide staff with the guidance required to ensure a consistent and positive approach to children's behavior. We recognize the importance of adults providing a role model for children, thus the staff will offer positive models for the children through their interaction with other workers and the children.

We aim to create an environment where children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement. We acknowledge conflicts occur in childhood and adulthood, and by viewing conflict as a learning opportunity children will gain a valuable lifelong skill.

We believe in the use of positive discipline as a more effective way of setting limits for children. Staff expectations for children's behavior should be high and they should at all times lead by example. We use methods to guide the behavior of children that are positive and help children to take responsibility for their own actions, to learn to control some impulses and to respect the rights of others.

MEAN GOALS AND STRATEGIES FOR GUIDING CHILDREN'S BEHAVIOUR

The primary goal of guiding children's behavior includes:

1. Promoting co-operation and social development
2. Encouraging autonomy through active participation
3. Setting clear and consistent expectations and limits for the children.
4. Anticipating potential problems coupled with early intervention by staff
5. Addressing unacceptable behavior to the specific child before it becomes a larger issue.
6. Positive redirection and positive reinforcement.

Specific Strategies:

Safe Space: A child should always feel safe at the home and act in a safe manner. This includes ensuring that children's bodies are safe: feelings are safe: thoughts; ideas and words are safe and the work, games etc. they do and the materials used to do them are safe.

Healthy and clean environment: As another part of a safe place, where the children can develop themselves in a healthy environment.

Positive reinforcement: the best strategy for guiding a child's behavior is to offer positive statements, a gentle touch or hug whenever possible before and after negative situations. Children seek approval from their caregivers and obtain a sense

of pride and self-worth when positive behaviors interactions are noticed and responded to.

Redirection: The first step in managing the behavior of a child is to ask you “why is the child behaving this way?” Answering this may lead to a favorable solution for all. For instance, a child’s inappropriate behavior may be due to:

1. Boredom – examine the program areas available; is there something that meets their individual needs?
2. Frustration – Are they arguing too much with a friend? Look for an alternative activity that will meet the child’s immediate needs: perhaps a quiet activity with a teacher or a different friend. Alternatively, aid the process of the child telling their friend why they are upset. (Remember, children know the phrase “use your words”, but often need assistance in finding the words to say.

SUPPORTING POSITIVE BEHAVIOUR

1. Each child will be assigned a key worker who will be responsible for building up a special relationship with them. This helps with getting to know better the handicaps, the challenges and the capacity of the child.
2. Every child is treated with respect and dignity
3. Staff will the role model of positive behavior and how they play, speak and interact with the children and other workers is a key part of their role
4. Role modeling includes: explaining feelings, using calm tone of voice, giving choice to the children, using language to help children understand positive decisions, getting down to the child’s eye level.
5. Any rules must be clear, simple and age appropriate.
6. Staff will always comfort an upset child
7. Play activities will be used to play out challenging situation so children get the opportunity to practice positive behavior strategies.
8. Books and storytelling are used to talk about feelings and what we can all do when we are angry, upset or frustrated.
9. Children will have ample time to explore outdoors giving them lots of opportunity to run and feel free.
10. The children will work with a set of rules they think are important to help them take ownership of their behavior.
11. The play environments will be laid out into specific play spaces which support children’s natural curiosity, encouraging them to become engrossed in their play and develop their own interests.
12. Facilitating the growth of self-esteem by expressing respect, acceptance and comfort for children regardless of their behavior.

13. Facilitating the development of self-control: children learn self-control when adults treat them with dignity and use management techniques such as providing encouragement and guiding children with clear, consistent, fair behavioral limits or in the case of older children, supporting them to set their own limits.
14. Valuing mistakes as learning opportunities and helping children to resolve conflicts and their own problems.

SEAT CLEAR LIMITS AND CONSEQUENCES

If the child's misbehavior is continuing or escalating it is necessary to let them know what the end result will be. Indicate what you will do to help them if they cannot manage their own behavior. For example:

- ✓ You will redirect them from the present area
- ✓ You will find an alternative activity for them if they can't

This is reinforced:

- ✓ In a positive, consistent and caring manner
- ✓ As soon as possible after the behavior has occurred
- ✓ As a way to assist the child to learn safe behaviors
- ✓ To ensure the safety of the children and the caregivers.
- ✓ To protect the rights of others
- ✓ To protect the building and equipment

STRATEGIES TO SUPPORTING CHILDREN IN CONFLICT RESOLUTION

It is recognized that all children's behavior has some meaning to the child however at times this behavior may be difficult or pose a danger to the child or other children.

Six steps to conflict resolution approach will be used (for example children fighting over a toy):

- ✓ **Approach calmly:** put yourselves in the shoes of the child. All their feelings are relevant and real in the moment. Approach the situation calmly and get down to the child's eye level
- ✓ **Acknowledge feelings:** describe how the children are feeling: children often don't have the language to explain how they feel leading to more frustration. Help the child by describing it for them "you both look very sad and upset"
- ✓ **Gather information:** remain neutral by giving each child the opportunity to tell their side of the story. Children sometimes need lots of time to get the words out so take your time and remember the importance of the lessons learnt in these situations.

- ✓ **Restate the problem:** after listening to the children simply describe what the problem is so all can understand both sides of the story.
- ✓ **Ask for ideas, solutions & choose one together:** give the children an opportunity to come up with solutions and keep working on it until you all agree on something (for younger children give a solution). This can take a bit of time but it gives the children lots of practice compromising with one another, which is a vital skill they will need.
- ✓ **Be prepared to give follow up support:** it is important the staff member follows through on the agreed solution. This helps place trust in the process and children will have confidence in the approach.

MANAGING CHALLENGING BEHAVIOR MANAGEMENT

If a child's behavior is considered dangerous to themselves or others, a staff member will carefully remove either the child or the other children from the room. The child will be given time to calm down and a staff member will help guide him with his/her behavior.

The key worker will record the incident and discuss with the rest of the team in the weekly meeting. If a child's misbehavior keeps occurring or becomes seriously challenging the service will implement the following strategies:

- ✓ The staff team will have a meeting to discuss the behavior and plan how to help the child overcome the issues.
- ✓ The child's key worker will carry out a number of observations to try establishing a trigger of the behavior.
- ✓ All observations will be discussed with the whole team.
- ✓ A plan will be drawn up.
- ✓ All information gathered and discussed will be stored and all conversations will be highly confidential.
- ✓ All meetings, plans and observations will be locked and filed in the child's record in a locked cabinet.
- ✓ The staff will always work in the best interest of the child using their best judgment in situations which can be demanding and stressful on all involved.

POLICIES FOR THE BEHAVIOR MANAGEMENT

- ✓ No child shall be subjected to emotional abuse, which includes but is not limited to name calling, ostracism, shaming, making derogatory remarks about a child and using language that threatens, humiliates or frightens the child.
- ✓ No child shall be subjected to cruel discipline. Physical restraint is prohibited, unless necessary to protect the health and safety of the child or other people
- ✓ No child will be subjected to the use of mechanical restraints, such as tying

- ✓ No child shall be subjected to corporal punishment, which includes but is not limited to rough handling, shoving, hair pulling, ear pulling, slapping, kicking, pinching, hitting and spanking.
- ✓ No child shall be force fed or denied food as a punishment for unacceptable behavior. Neither will food be given as a reward for good behavior.
- ✓ No child shall be denied light, warmth, clothing or medical care as a punishment for unacceptable behavior.
- ✓ No child shall be punished or criticized for soiling, wetting or not using the toilet.
- ✓ No child shall be separated from the group as a means of behavior management.

IMPLEMENTATION, MONITORING AND SANCTIONS

The Organization is ultimately accountable for this policy. The Directors are responsible for its implementation. The monitoring of adherence to this policy is made through the mandatory tracking of the Child Protection Policy Implementation Standards and the Code of Conduct by all parties.

Breaches of this policy and failure to comply with these responsibilities may incur the following sanctions:

- ✓ For Staff or Managers: disciplinary action leading to possible dismissal.
- ✓ For associates or visitors: up to and including termination of all relations including contracts and partnership agreements.
- ✓ Where relevant: appropriate legal or other such actions.

Where concerns exist about the conduct of our Staff, Associates, visitors and Managers in relation to Child Protection and /or where there has been a breach of the Child Protection Policy, this will be investigated under this policy by consideration of referral to statutory authorities for criminal under the law of the country in which they work; and /or by the Organization in accordance with disciplinary action for our Staff and Managers.

Be aware that if a legitimate concern about suspected child abuse is raised which proves to be unfounded on investigation, no action will be taken against the reporter. However appropriate sanctions will be applied in cases of false and malicious accusations of child abuse.

PERSONAL CONDUCT OUTSIDE THE WORK

The Organization does not dictate the belief and value systems by our Staff, Associates, Visitors and Managers conduct their personal lives. However, actions

taken by them out of working hours that are seen to contradict this policy will be considered a violation of this policy.

They are required to bear in mind the principles of the child protection policy and heighten their awareness of how their behavior maybe perceived both at and outside work.

VOLUNTEER POLICY

A volunteer helper worker is one who offers his /her time, skills and resources for the realization of the best interests and rights of the babies and children, under the direction of the Manager without remuneration. In any case, the volunteer may pay, agreed in advance, for their accommodation and maintenance or any type of assistance to the Organization.

All foreigners must provide:

- ✓ Proof that they are in Kenya legally.
- ✓ Proof of medical insurance and repatriation insurance cover.
- ✓ Certificate of good conduct from their residence country.

The Organization will communicate to a volunteer his /her role and responsibilities, and the responsibilities of a volunteer are restricted to those of an assistant care giver or to other additional activities. Assisting in home visits and household chores such as cleaning and cooking, planting or harvest. A volunteer is never in charge of children but can assist Staff who is employed.

CODE OF CONDUCT

The Code of Conduct is set out the expected behavior of Staff. All Staff must read, understand and then sign at least two copies of the Cod upon employment. On copy for the employee and another for the Organization.

1. Any kind of sexual misbehavior is strictly forbidden and will result in summary dismissal, be reported to the competent authorities and be brought to Court.
2. Physical punishment and psychological abuse of the minors are strictly forbidden.
3. The consumption of alcohol beverages or narcotics in the compound of the center or reporting to work under influence of such is forbidden.
4. No person unrelated to the project is allowed to spend a night in the home.
5. No picture or videos of the babies can be taken unless authorized by the Manager for the exclusive use of the project.
6. In an effort to protect the confidentiality of the minors, it is prohibited to share their personal data with any person outside the project.

7. Visiting the project and/or the children outside the set visiting hours is prohibited (Monday to Sunday 10am to 5pm).
8. Absence from work or late coming to the place will attract a sanction unless previously authorized by the Manager.
9. Goods or food belonging to the home shall be controlled by the Manager and cannot be taken away from the home without previous authorization.
10. It shall be the duty of all workers to ensure the good state of repair of all items belonging to the home; the workers being responsible for the replacement of such objects should it become necessary through their negligence.

COMPLAINT PROCEDURE

Is mandatory to have a written grievance /complaint procedure for the Staff to ensure that every member is treated fairly and equitably. All the members of the Staff need to have a copy of this procedure.

Is responsibility of the Manager to be sure that employees understand this procedure and that they are aware that there will be no reprisal against them for using the procedure and that all officially recorded grievances will be responded to thoroughly and promptly.

When an employee feels aggrieved by some another member, he /she is encouraged to follow the laid down complaint procedure as follows:

1. Complaints shall be forwarded directly verbally to the Manager to be resolved.
2. Bring by written to the Manager of the home if he /she feels the issue is unresolved.
3. The Manager will be the person making decisions in relation to the complaints. If any complaint has special relevance or seriousness it will be referred to the Chairman of the Organization.
4. In case a complaint is received about an event on which the General Manager has already made a decision, it will be referred to the Chairman of the Organization.
5. Any complaint made about the Manager of the home will be directly referred to the Chairman of the Organization.
6. A system of sanctions will be set up whereby any worker that accumulates 3 minor infractions will be automatically dismissed, or have a serious penalty imposed on him/her. Breaking any of the rules of the code of conduct will attract severe penalties.
7. Copies of minutes of meetings and discussions must be kept in all the parties' files.

7. CHILDREN PROTECTION POLICY AND EXIT STRATEGY

PREVIOUS DEFINITIONS

In line with the UNCRC for the purposes of this policy, a child is defined as any person under the age of 18 years.

Child abuse is defined as all forms of physical abuse, emotional ill-treatment, sexual abuse and exploitation, negligent or neglect treatment, commercial or other exploitation of a child and includes any actions that result in actual or potential harm to a child. Child abuse may be a deliberate act or it may be failing to act to prevent harm. Child abuse consists of anything which individuals, institutions or processes do or fail to do, intentionally or unintentionally, which harms a child or damages their well-being, dignity and prospect of safe and healthy development into adulthood.

Child Protection is defined in this policy as the responsibilities and preventative and responsive measures and activities that the Organization undertakes to protect children ensuring that no child is subject to child abuse as a result of their association with us, their contact with our staffs and visitors.

In addition, it incorporates our responsibility to ensure that where there are concerns over a child's welfare or where a child has been subject to child abuse, actions are taken to address this: concerns are reported and responded to appropriately and in line with the relevant global and local procedures.

SCOPE OF THE CHILD PROTECTION POLICY

The Child Protection Policy applies to all the Staff, Associates, visitors, and Managers who must comply with its requirements and understand the sanctions that may be applied for breaches of the policy. It is intended that this policy will set a minimum global standard.

The Organization must have a Child Protection Policy & Procedures in line with the provisions of the Children's Act 2001. The Policy and Procedures are clear on how to prevent children from violence, neglect, abuse, exploitation, child trafficking and discrimination. The Policy and Procedures must have clear response mechanisms that address cases of child abuse, exploitation and discrimination.

The Staff working in the Center, either directly or indirectly with children must be trained in Child Protection and have a copy of.

Children aged 4 and above must be instructed in understanding Child Protection and must be made aware of Child staying safe strategies. Also will be instructed on the Complaints Reporting Procedure which must be openly available and accessible at all the times.

The Manager of the Center is appointed to be a Child Protection Focal Person whose role is:

- ✓ To check that every Staff member has received orientation on Child Protection (CP) practice upon employment.
- ✓ To check that all children aged 4 and above have received instructions on and understand CP, how to say safe and procedures on how to report abuse and neglect cases.
- ✓ To receive information on cases of child abuse, exploitation and discrimination and ensure that additional information is sought as appropriate.
- ✓ To follow up and ensure that formal referrals are completed appropriately for each case.
- ✓ To assess CP risk and bring these to the attention of Management.
- ✓ To ensure all CP concerns are recorded on the Incident Record Form and filed in the Child's file as appropriate and in the Major Incidence File.
- ✓ To maintain contact with relevant persons in the Su-County of Isinya that is concerned with CP issues, Police Service, Chief, among others.

PRINCIPLES OF THE CHILD PROTECTION POLICY

This policy is informed by a set of principles that are derived from the UNCRC and include:

1. All children have equal rights to protection from abuse and exploitation.
2. Each child has a fundamental right to life, survival and development. "Suns of Africa" approach provided a basis for ensuring the realization of children's right to be protected from harmful influences.
3. All children should be encouraged to fulfill their potential, inequality and discrimination should be challenged.
4. Children will be assured the right to express their views freely and this will be given due weight in accordance with their age and level of maturity. We will not discriminate against the child. The child will be treated with respect irrespective of gender, nationality, ethnic origin, religious beliefs, age, cultural background or any history of conflict with the law.
5. Everybody has a responsibility to support the care and protection of the children.
6. No child must come to harm as a result of their engagement with the Organization as a participant in our project or as part of advocacy campaign.
7. These particular responsibilities extend to those individuals or organizations that are associated with the Organization. Therefore everyone working for or associated with our work must be aware of and adhere to the provisions of this policy.

VISION FOR CHILD PROTECTION

The Organization creates safe environments for children in all aspects of its work, where children are respected, protected and empowered as their capacities evolve to contribute actively to the development of a child. This policy aims to ensure that all the Staff, Managers and visitors are skilled, confident, understand and are well supported in meeting their child protection responsibilities and engage positively with children and communities in ways that enhance the achievement of the Organization's goals and commitments.

RESPONSABILITIES OF CHILD PROTECTION POLICY

Everyone who works with and engages with the Organization has responsibility to ensure that children are well protected. The responsibilities below are mandatory.

Staff, Associates, visitors and Managers must:

1. Never abuse and/or exploit a child or act in any way that places a child at risk of harm.
2. Report any child abuse and child protection concerns they have in accordance with the procedure and this policy.
3. Respond to a child who may have been abused or exploited in accordance with the procedures and this policy.
4. Cooperate fully and confidentially in any investigation of concerns or allegations of child abuse
5. Contribute to building an environment where children are respected and encouraged to discuss their concerns and rights.
6. Always treat children in a manner which is respectful of their rights and dignity, considers their best interests and does not expose them to harm.
7. Never ask for or accept personal contact details from any child or family associated or formerly never disclose associated with our work or share their own personal contact details with such individuals.
8. Never disclose information that identifies children through any medium, unless that disclosure is in accordance with our policies and procedures and has the consent of the Manager.
9. Comply with the behaviors detailed in the code of conduct.
10. Must ensure that whilst engaged with Staff, visitors and Associates sign up the code of conduct
11. The Manager must ensure that the entity has procedures that are consistent with this Child Protection Policy and code of conduct to respond to incidents of child abuse. It should also be ensured that this policy and local procedures are made available in local languages and child friendly formats.
12. The Manager must ensure that the staffs that have reported child protection concerns or are accused of child abuse are given appropriate care, support or protection in dealing with all aspects of the case.

CHILDREN'S FILES

Each child must have their own file since day 0. This will be confidential and kept under lock and the responsibility of the Manager. In it you will find all the legal and informal information related to the child organized according to the following points:

- ✓ Birth Certificate (if it exists, if not SCCO shall facilitate)
- ✓ Photo of the child when arrives, and monthly
- ✓ Death Certificate /burial notification of parents (where applicable)
- ✓ Parent /Guardian /Tutor's letter of consent for admission
- ✓ Copy of parents /Guardian /Tutor's ID
- ✓ Police letter for abandoned babies and children, including OB number and the Force number of the Police officer handling the case

- ✓ Court Committal Order
- ✓ Children's officer's social enquiry report
- ✓ Letter from the chief or authorized person supporting the admission
- ✓ Map of the children home location or place where the child was abandoned (this is necessary where nomadic lifestyles prevail and also for the purpose of tracing the child's place of origin.
- ✓ Initial assessment report, and monthly review reports
- ✓ Individual Child Care Plan (ICCP)

EXIT STRATEGY

The Exit Strategy is a systematic plan describing how a child will leave the care of the Center. States the short and long term activities to be undertaken throughout their stay, and ensures that the child leaves /exits the Center in the shortest time possible.

The strategy has a clear timeline and deadlines and will identify by name the person who will be responsible for the implementation and follow up.

Depending on their age, maturity and the understanding of the child, they must be informed of preparations, efforts and progress being made towards their exit from the Center. Children must be consulted on all care decisions and arrangements being made for them.

A child must exit when:

- ✓ Returning to family after successful family reintegration initiatives
- ✓ Center has successfully identified alternative family based care
- ✓ A child's committal period has expired
- ✓ A child has attained the age of 18 years
- ✓ A referral has been made to enable child to receive specialized services outside the Center

Different ways of Exit Strategies:

- ✓ Family Re-integration
- ✓ Alternative Family Based Care
- ✓ Adoption
- ✓ Community Based Care

8. PHASE II. WOMEN LEADERSHIP AND EMPOWERMENT CENTER

In the future (2020) and as phase III to finalize the whole project, we plan to build and develop a Center for Leadership and Empowerment for women.

Is about a 3 month master's degree and one-day and three-day seminars to choose from. The curriculum will be according to other similar programs of International Business Schools such as:

- STRATHMORE KENYA
- IESE SPAIN
- KELLOGG SCHOOL CHICAGO
- HARVARD KENEDY SCHOOL BOSTON
- STANFORD BUSINESS SCHOOL

For what will be reached collaboration agreements with these schools to have material, courses and speakers.

Likewise, a hostel with restaurant will be built next to the school, also open to potential tourists and volunteers, and all the income generated will go towards the maintenance of the children and the clinic.

ANNEX 1



OP. 218/051/13-0361/9088



OFFICE OF THE VICE-PRESIDENT

MINISTRY OF STATE FOR NATIONAL HERITAGE AND CULTURE

CERTIFICATE OF REGISTRATION

I, **DR. HEZRON O. MC'OBWEA**....., Executive Director of the Non-Governmental

Organizations Board, certify that **xxx INTERNATIONAL HELP ALLIANCE xxx**.....

..... has this day been registered under
section 10 of the Non-Governmental Organizations Co-ordination Act as applied for.

Dated **31ST JULY 2013**.....

DR. HEZRON O. MC'OBWEA.....
Executive Director of the Board

 KENYA REVENUE AUTHORITY		Taxpayer Registration Certificate	Document Number: 9819749
General Data of the Taxpayer			
Name INTERNATIONAL HELP ALLIANCE	Taxpayer PIN P051446441D	TaxPayer Category DOMESTIC	
Registration Date Dec 6, 2013			
Activity Others			
Contact Information			
District MACHAKOS	City/Town MACHAKOS		
Street / Road KITENGELA	Building KITENGELA		
Area Name 20	LR Number 00204 - 479		
P.O. Box pinkra72@gmail.com			
Main Email Address			
Tax Obligation			
INCOME TAX COMPANY (IT2C)	Obligation Register Date DEC 31, 2012		
*This certificate is computer generated and therefore not signed. It is valid certificate issued under the authority of KRA.			



SUNS OF AFRICA FOSTER CARE CENTRE

-SAFCC-



PROPOSAL FOR KITENGELA HUMANITARIAN PROJECT

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INTERNATIONAL HELP ALLIANCE NGO

SUNS OF AFRICA RESCUE CENTER KITENGELA

LIST OF DIRECTORS

CHAIRMAN: JUAN ALGAR / JALGAR@INTLHELP.ORG

TREASURER: FRANKLINE LATEO / FLATEO@INTLHELP.ORG

VOCAL: SOFÍA AGUILAR / SAGUILAR@INTLHELP.ORG



REPUBLIC OF KENYA

THE LAND REGISTRATION ACT

(No. 3 of 2012, section 108)

THE REGISTERED LAND ACT

(Chapter 300) (REPEALED)

Title Deed

Title Number **KJD/KAPUTIEI NORTH/60560**

Approximate Area **0.802 Ha.**

Registry Map Sheet No.

This is to certify that **INTERNATIONAL HELP ALLIANCE**

P.O. BOX 479 - 00242 KITENGELA

is (are) now registered as the absolute proprietor(s) of the land comprised in the above-mentioned title, subject to the entries in the register relating to the land and to such of the overriding interests set out in section 28 of the Land Registration Act (No. 3 of 2012) as may for the time being subsist and affect the land.

GIVEN under my hand and the seal of the

KAJIADO District Land Registry

this **21st** day of **November** 20**14**



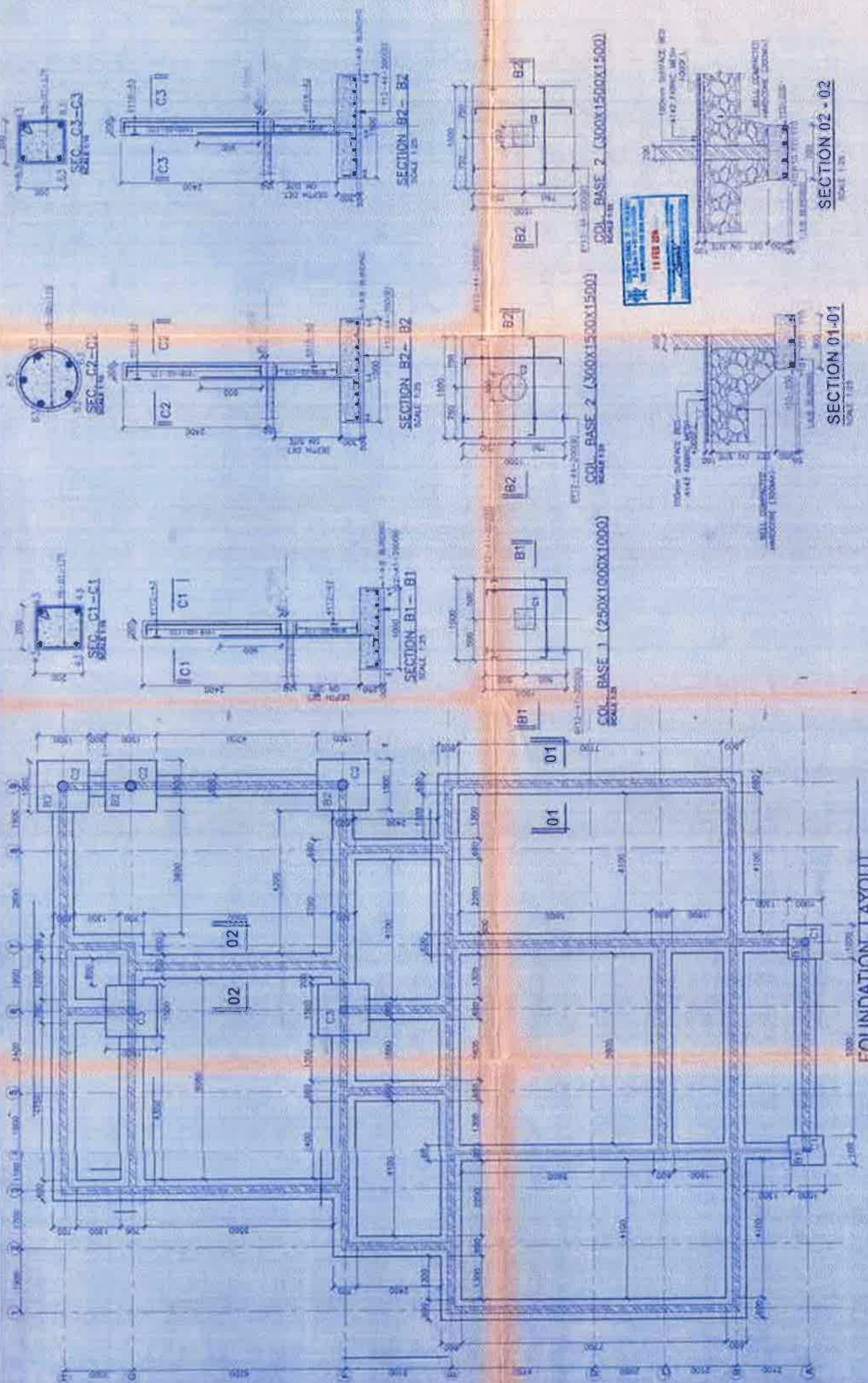
M. P. K. SINGH
Land Registrar

At the date stated on the front hereof, the following entries appeared in the register relating to the land

EDITION: 1	PART A—PROPERTY SECTION	
OPENED 16.8.13		
REGISTRATION SECTION	EASEMENTS, ETC	NATURE OF TITLE
KAPUTIEI NORTH		
PARCEL NUMBER		
60560		
APPROXIMATE AREA		ABSOLUTE
0.802 Ha		
REGISTRY MAP SHEET NO		

INSTR No	DATE	NAME of REGISTRANT-PROPRIETOR	ADDRESS and Description of Real Estate-PROPRIETOR	EDUCATION, Age and Residence	SIGNATURE of Registrant
5	21.11.14	INTERNATIONAL HELP ALLIANCE			} <u>Reukini</u>
6	21.11.14	TITLE DEED		ISSUED	

ANNEX 2



FOUNDATION LAYOUT

NOTES

7. Fundation: Concrete Class 25/20; Ma. 1 : 2
8. Foundations to be inspected before pouring
9. All reinforcement to be inspected before concreting
10. Cover to Main Reinforcement: Foundation 300; Columns 40; Beams 50
11. Dimensions to be kept very neat & proper
12. This drawing to be used in collaboration with Architectural Department

REVISIONS

1. Examinee's Name	2. Examinee's Roll No.	3. Examinee's Date of Birth	4. Examinee's Address	5. Examinee's City	6. Examinee's State	7. Examinee's Pin Code	8. Examinee's Mobile No.	9. Examinee's E-mail ID	10. Examinee's Signature	11. Examinee's Date	12. Examinee's Place	13. Examinee's Country	14. Examinee's Gender	15. Examinee's Religion	16. Examinee's Caste	17. Examinee's Tribe	18. Examinee's Disability	19. Examinee's Other Details	20. Examinee's Remarks	21. Examinee's Signature	22. Examinee's Date	23. Examinee's Place	24. Examinee's Country	25. Examinee's Gender	26. Examinee's Religion	27. Examinee's Caste	28. Examinee's Tribe	29. Examinee's Disability	30. Examinee's Other Details	31. Examinee's Remarks	32. Examinee's Signature	33. Examinee's Date	34. Examinee's Place	35. Examinee's Country	36. Examinee's Gender	37. Examinee's Religion	38. Examinee's Caste	39. Examinee's Tribe	40. Examinee's Disability	41. Examinee's Other Details	42. Examinee's Remarks	43. Examinee's Signature	44. Examinee's Date	45. Examinee's Place	46. Examinee's Country	47. Examinee's Gender	48. Examinee's Religion	49. Examinee's Caste	50. Examinee's Tribe	51. Examinee's Disability	52. Examinee's Other Details	53. Examinee's Remarks	54. Examinee's Signature	55. Examinee's Date	56. Examinee's Place	57. Examinee's Country	58. Examinee's Gender	59. Examinee's Religion	60. Examinee's Caste	61. Examinee's Tribe	62. Examinee's Disability	63. Examinee's Other Details	64. Examinee's Remarks	65. Examinee's Signature	66. Examinee's Date	67. Examinee's Place	68. Examinee's Country	69. Examinee's Gender	70. Examinee's Religion	71. Examinee's Caste	72. Examinee's Tribe	73. Examinee's Disability	74. Examinee's Other Details	75. Examinee's Remarks	76. Examinee's Signature	77. Examinee's Date	78. Examinee's Place	79. Examinee's Country	80. Examinee's Gender	81. Examinee's Religion	82. Examinee's Caste	83. Examinee's Tribe	84. Examinee's Disability	85. Examinee's Other Details	86. Examinee's Remarks	87. 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SITE PLAN

LOCATION PLAN

ROUND POOL AREA

ROUND FLOOR PLAN

FIRST FLOOR PLAN

ELEVATION 14

ELEVATION 1

ELEVATION 13

PLANS ELEVATION SECTION

710

2013.12

VOCATIONAL SCHOOL AND ORPHANAGE SOCIETY OF AMERICA

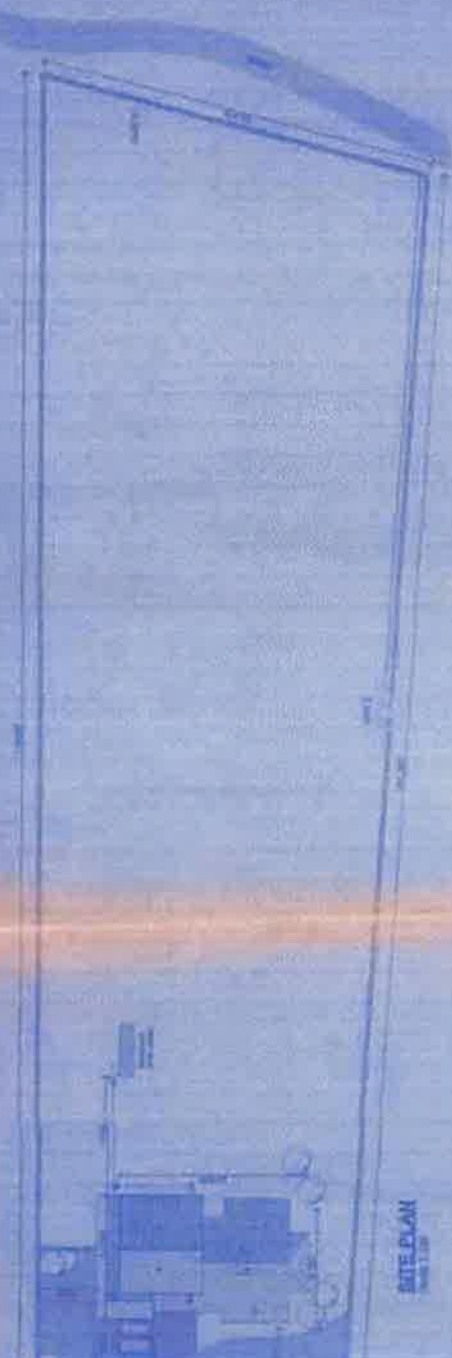


Notes:

1. General description of the project.
2. Location of the project.
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5. Description of the structure.
6. Description of the foundation.
7. Description of the roof.
8. Description of the walls.
9. Description of the floors.
10. Description of the stairs.
11. Description of the elevations.
12. Description of the sections.
13. Description of the details.
14. Description of the materials.
15. Description of the construction.
16. Description of the schedule.
17. Description of the cost.
18. Description of the time.
19. Description of the quality.
20. Description of the safety.
21. Description of the health.
22. Description of the environment.
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27. Description of the anthropological.
28. Description of the linguistic.
29. Description of the literary.
30. Description of the artistic.
31. Description of the scientific.
32. Description of the technological.
33. Description of the medical.
34. Description of the legal.
35. Description of the political.
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99. Description of the literary.
100. Description of the artistic.



LOCATION MAP



SITE PLAN



ROOFTOP TERRACE



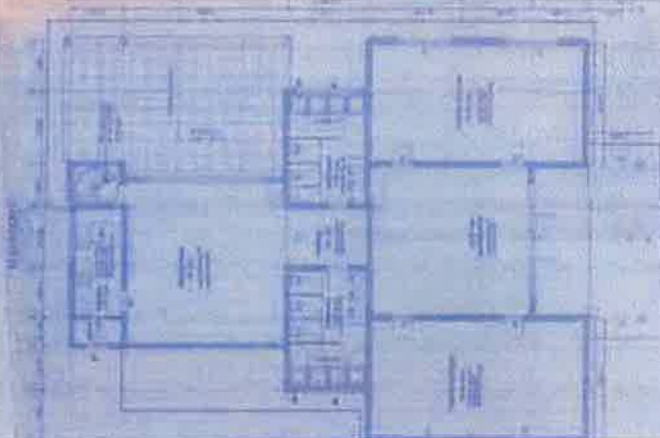
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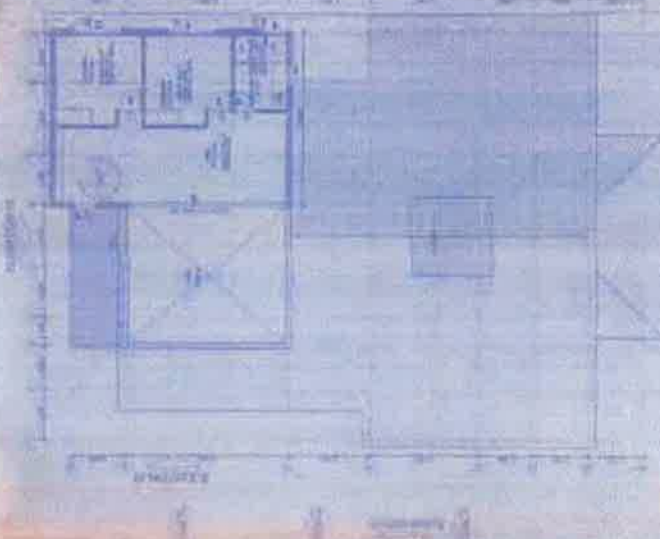
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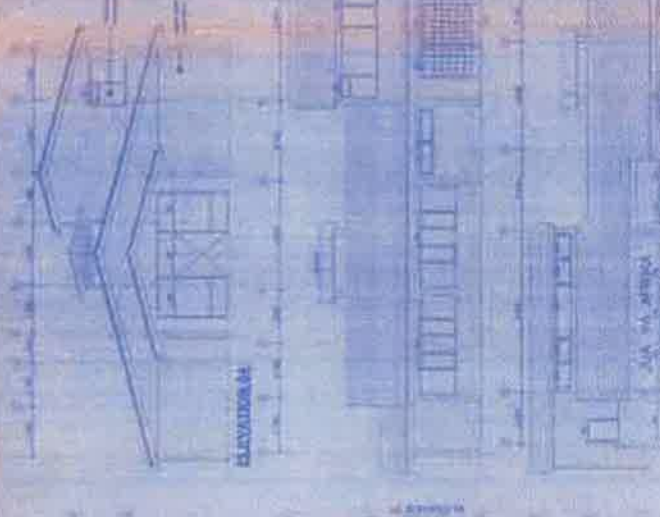
ELEVATION 03



GROUND FLOOR PLAN



FIRST FLOOR PLAN



ELEVATION 04



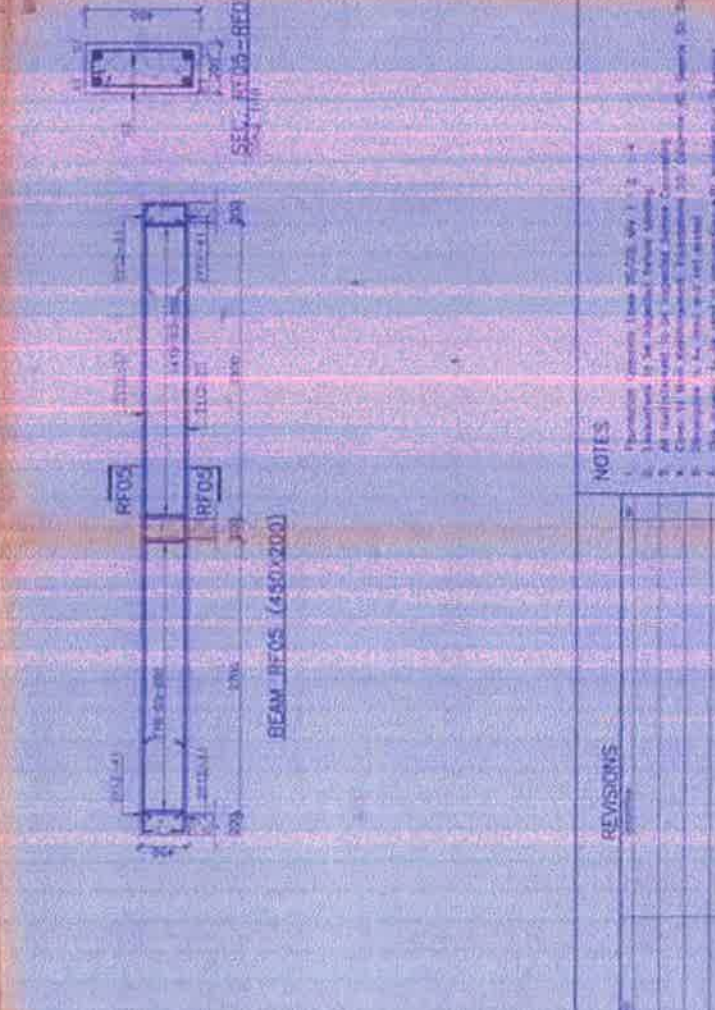
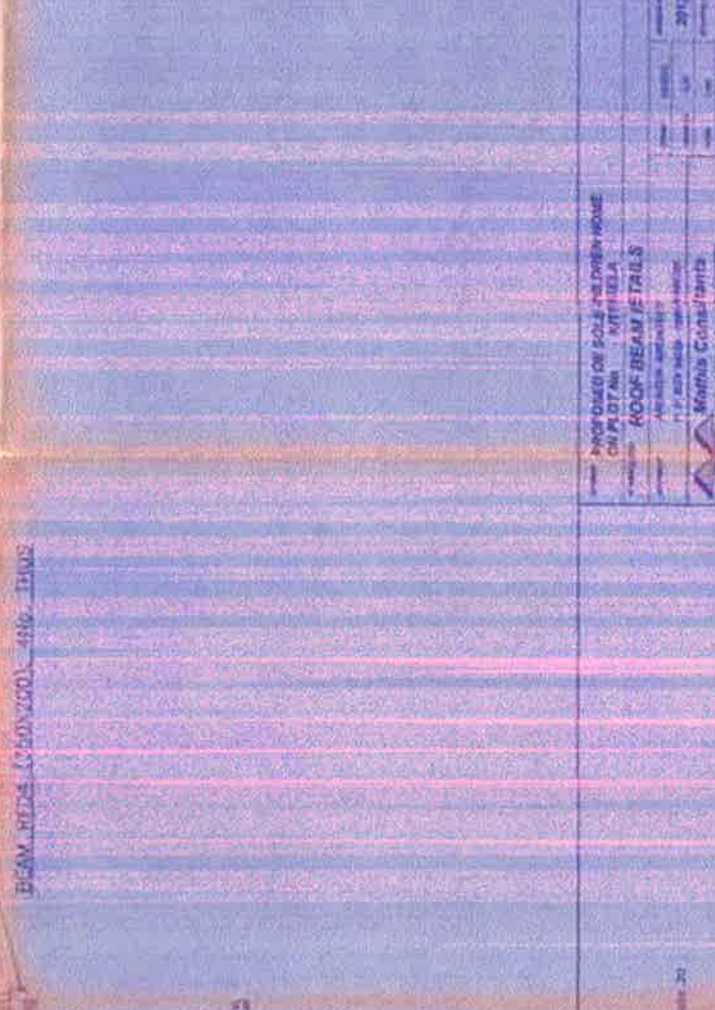
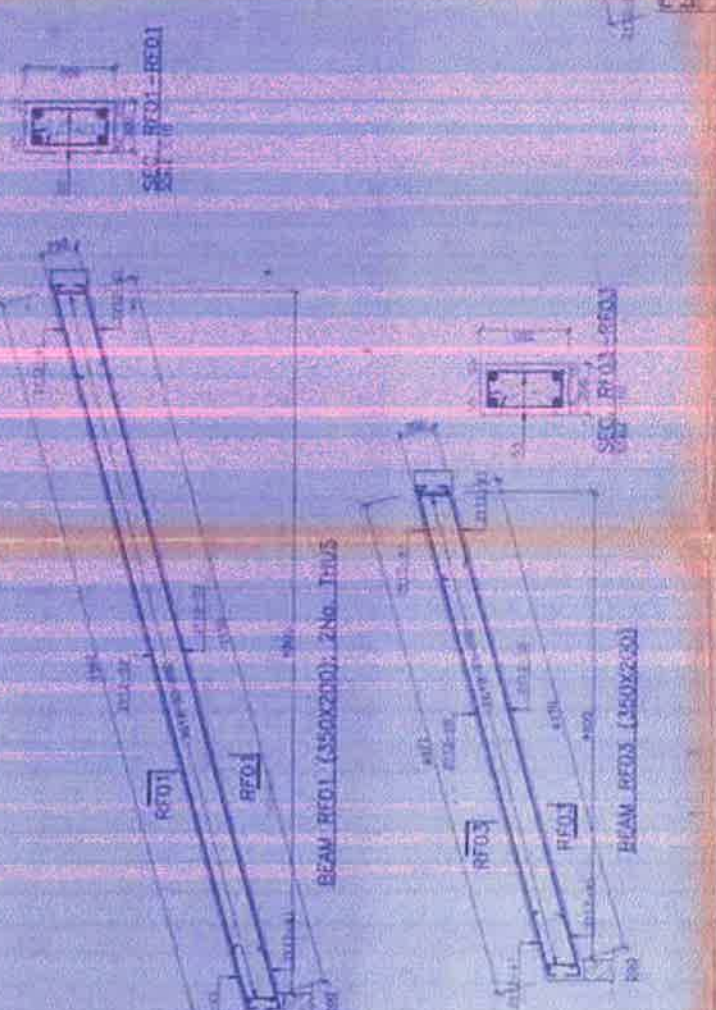
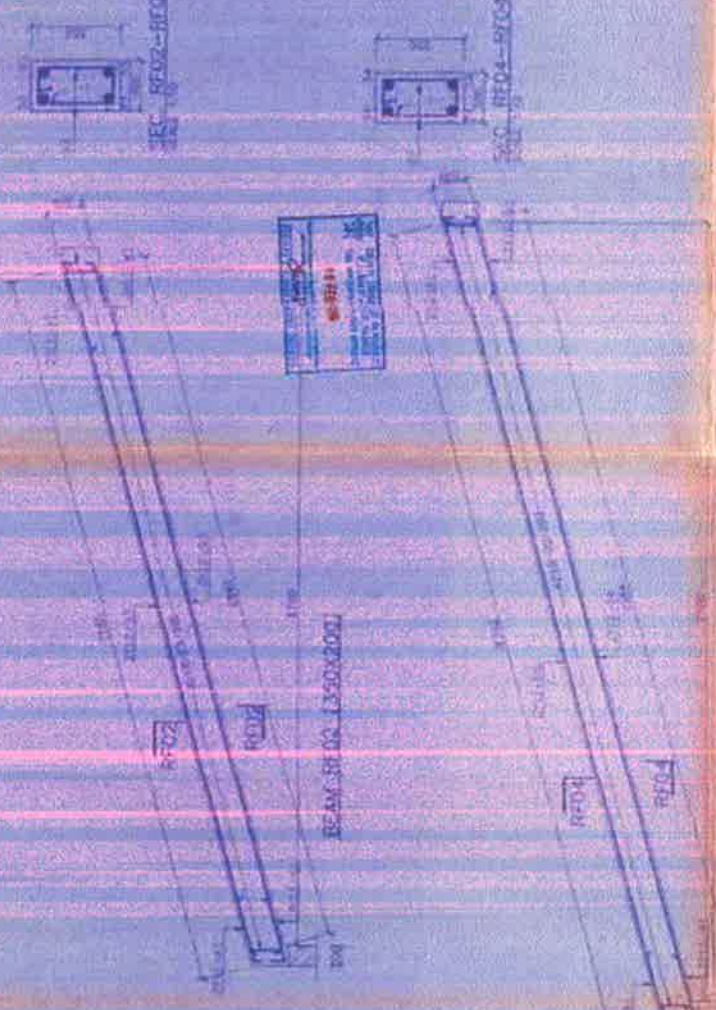
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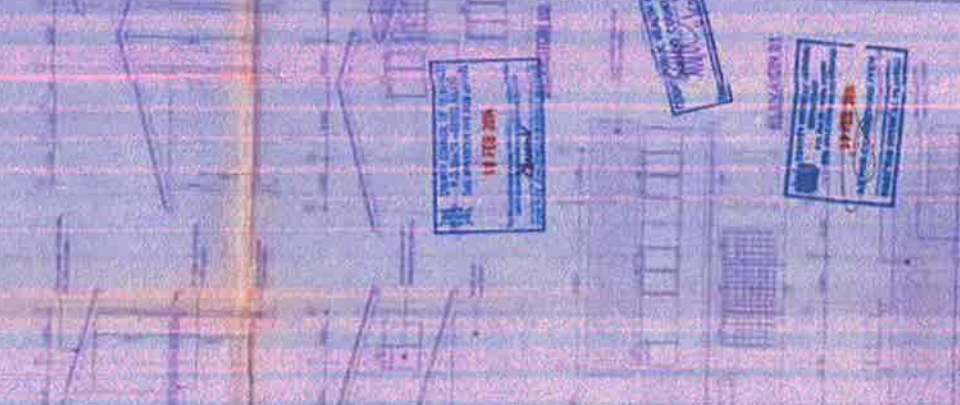
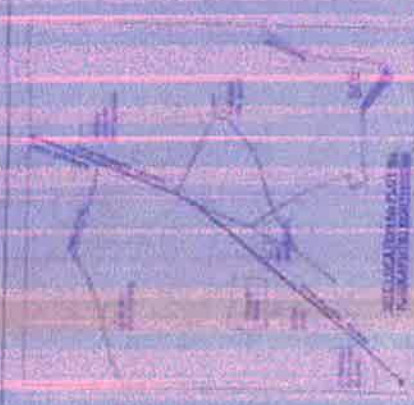
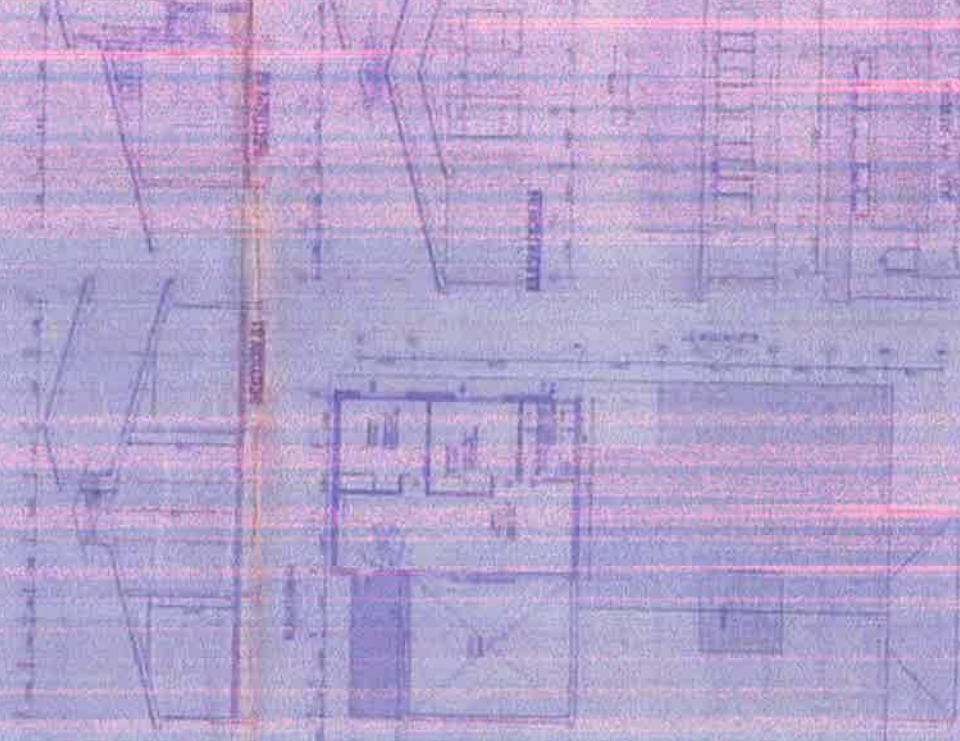
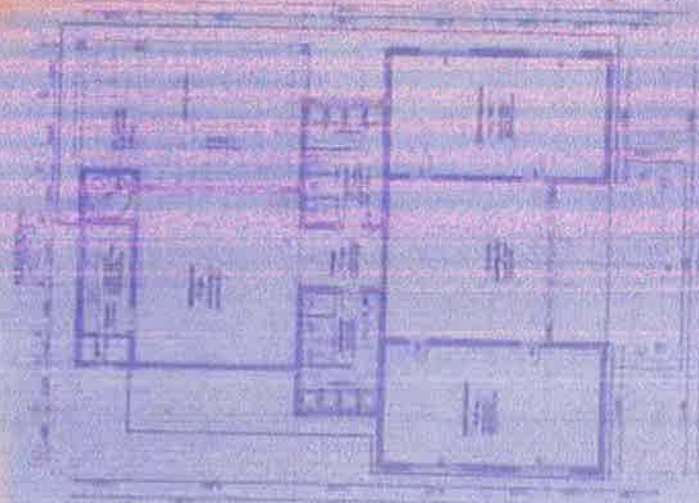
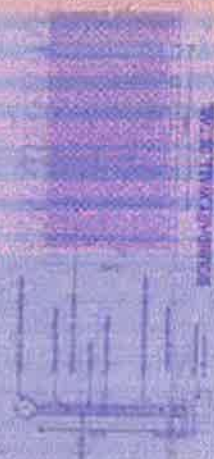
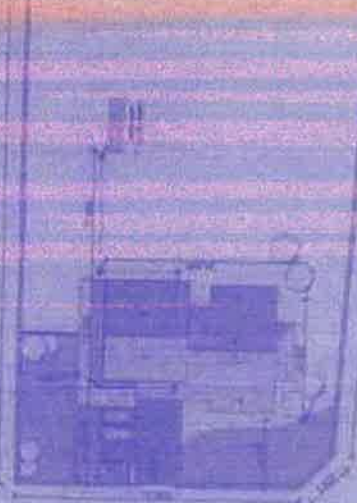
ARCHITECT
VOCATIONAL SCHOOL
AND ORPHANAGE
FOR THE AFRICA
CENTRAL
AFRICAN NORTH
AFRICAN

ARCHITECT
VOCATIONAL SCHOOL
AND ORPHANAGE
FOR THE AFRICA
CENTRAL
AFRICAN NORTH
AFRICAN

2013/12
01



PROPOSED ON SITE - GREEN HOUSE	
ON PLOT NO. 1, MTI, ELA	
ROOF BEAM / TAIL S	
NO.	REVISION
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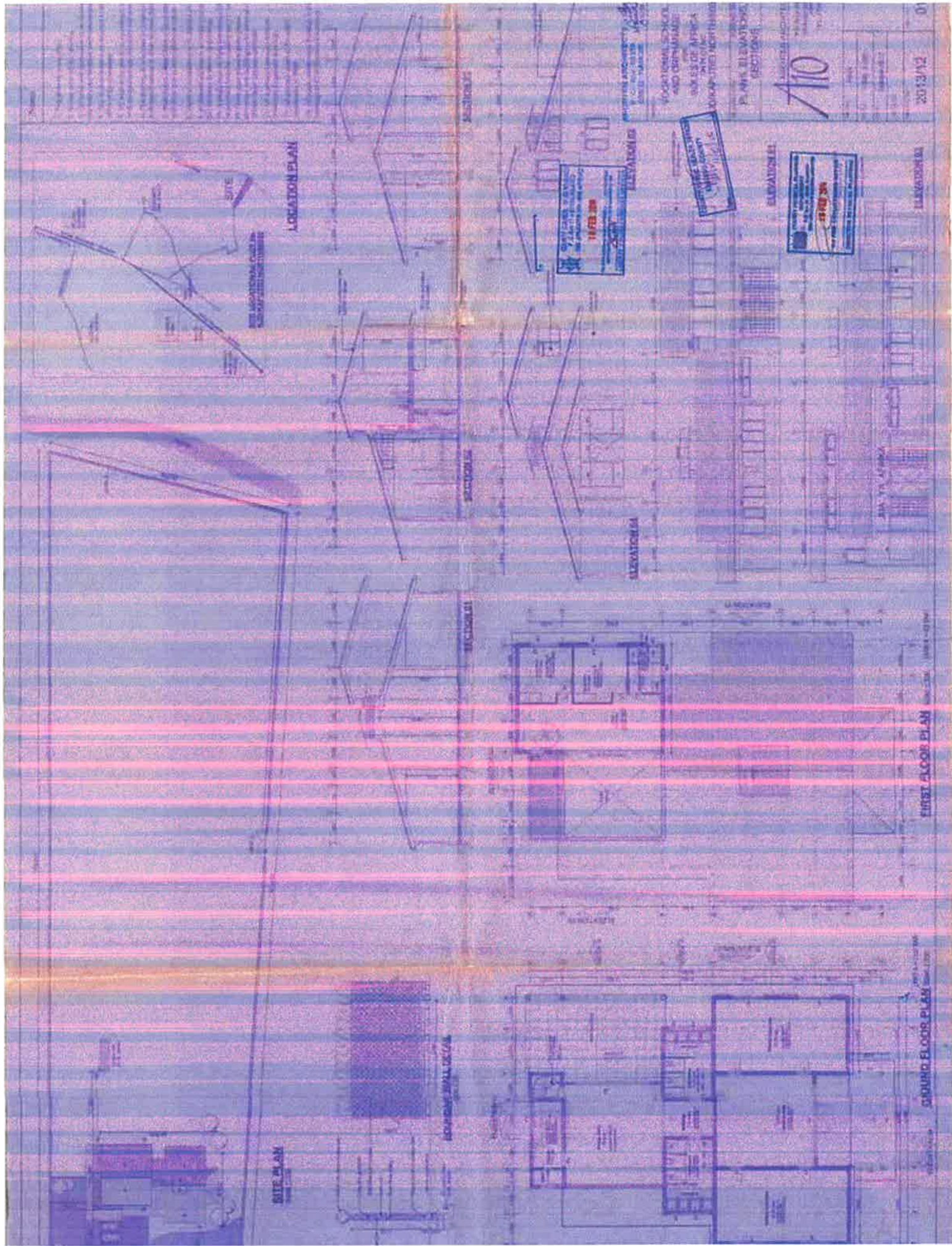


NAME: Amir
 DATE: 10/22/11
 TOPIC: How to be a leader

[illegible]

10

Chronic



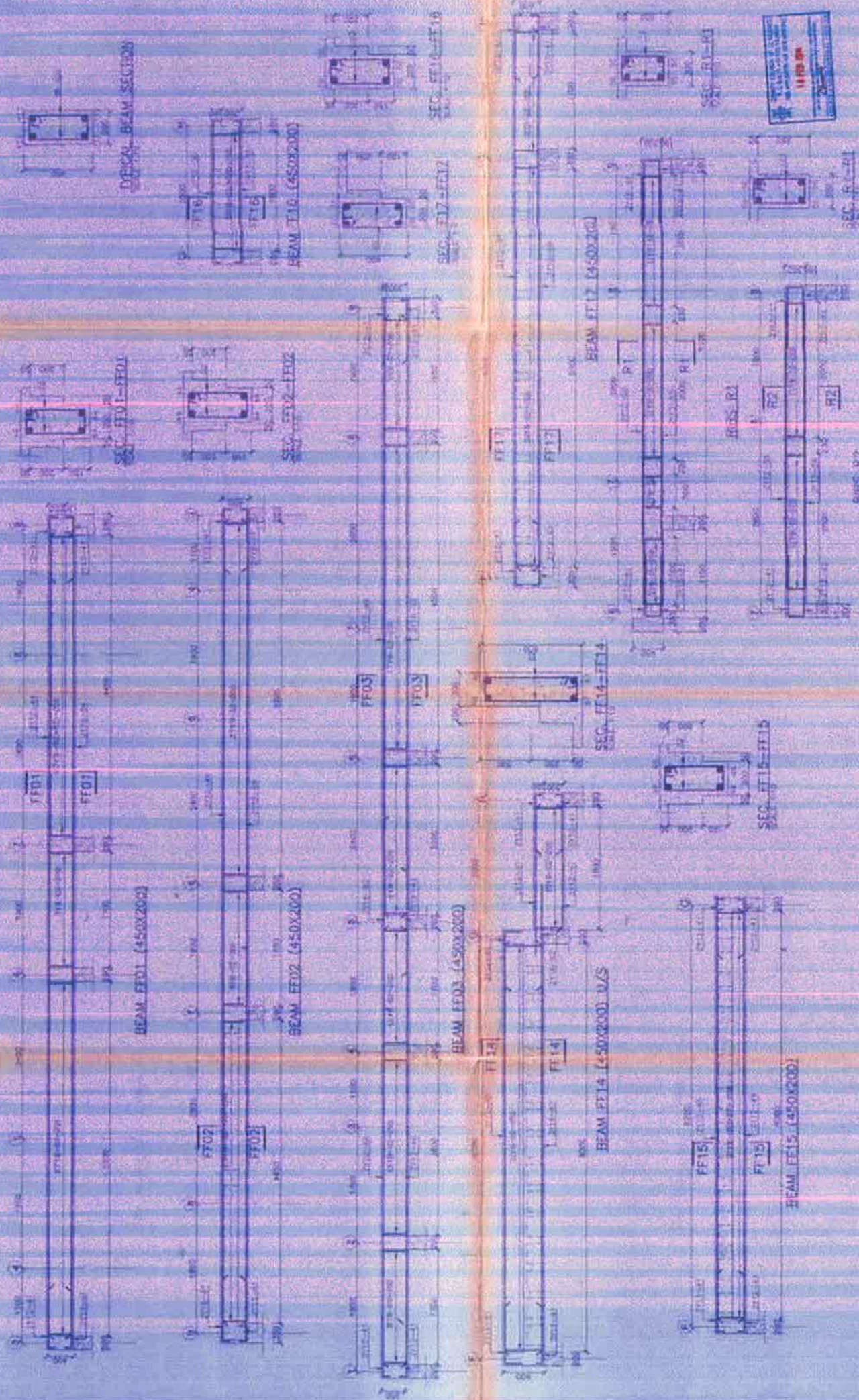
PROFESSIONAL ARCHITECT
AND ENGINEER
BOX 55 OF AFRICA
KINSHASA
KINSHASA, DRC

110

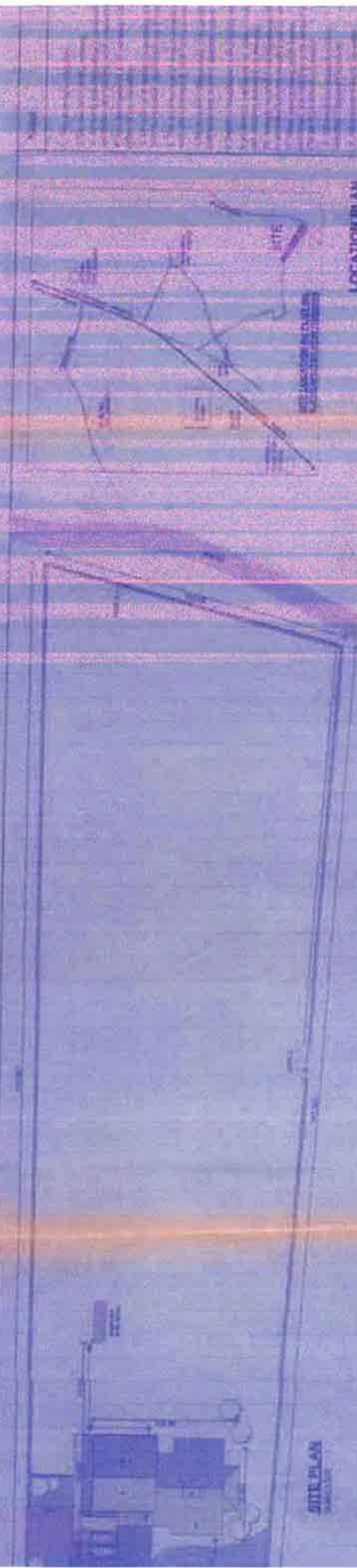
2013/12 01

FIRST FLOOR PLAN

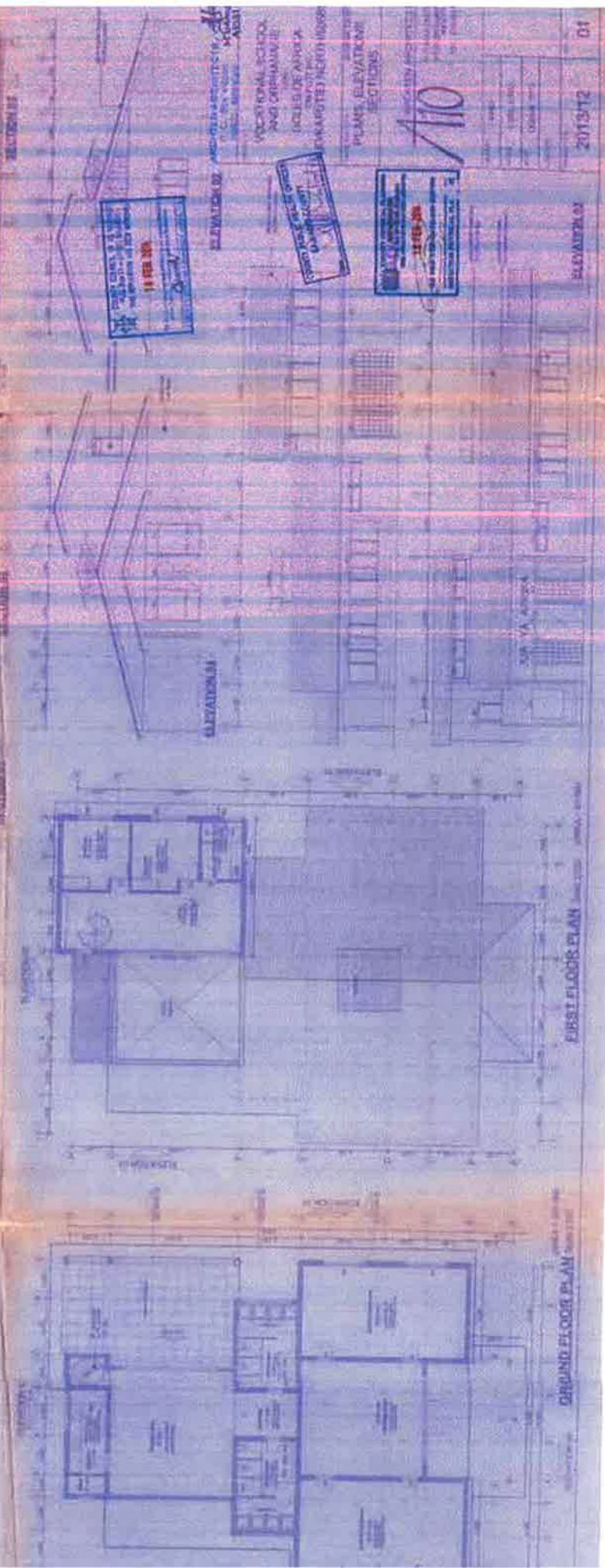
GROUND FLOOR PLAN



REVISIONS		NOTES	
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3	Check all dimensions and quantities	3	Check all dimensions and quantities
4	Check all dimensions and quantities	4	Check all dimensions and quantities
5	Check all dimensions and quantities	5	Check all dimensions and quantities
6	Check all dimensions and quantities	6	Check all dimensions and quantities
7	Check all dimensions and quantities	7	Check all dimensions and quantities
8	Check all dimensions and quantities	8	Check all dimensions and quantities
9	Check all dimensions and quantities	9	Check all dimensions and quantities
10	Check all dimensions and quantities	10	Check all dimensions and quantities



LOCATION PLAN



11 FEB 2013

11 FEB 2013

11 FEB 2013

11 FEB 2013

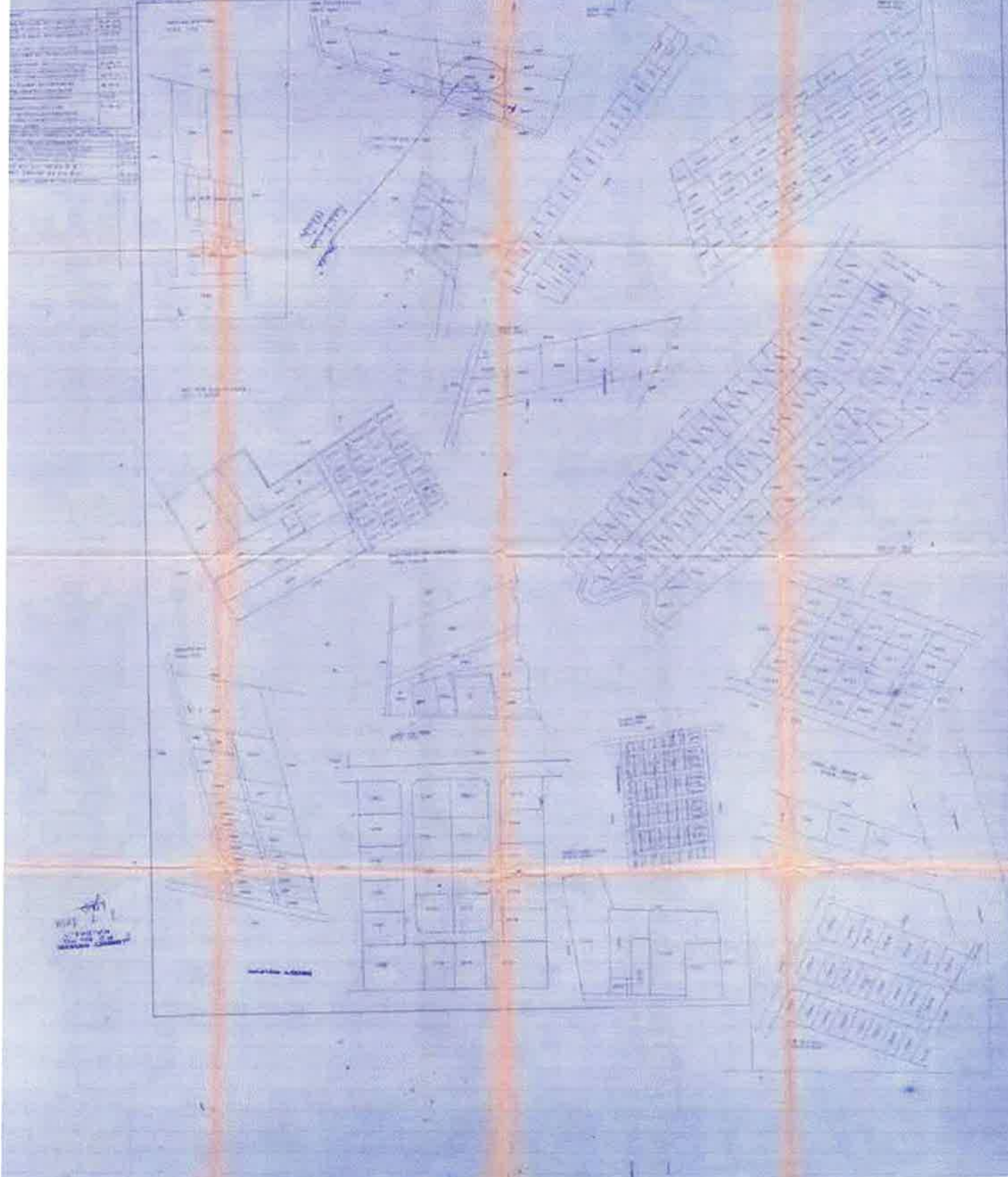
11 FEB 2013

11 FEB 2013

REAR DISTR.

REAR DISTR.

REAR DISTR.



ANNEX 3

THE INTERNATIONAL HELP ALLIANCE NGO
SUNS OF AFRICA RESCUE CENTER KITENGELA
INFORMATION OF EXECUTIVE COMMITTEE

CHAIRMAN DIRECTOR: JUAN ALGAR / JALGAR@INTLHELP.ORG

CENTER MANAGER: MAUREEN N NJUGUNA / RENEENJUGUNA4@GMAIL.COM

GIRLS SUPERVISOR: SHARON W LUMWAMU / SHARONWIREMA@GMAIL.COM

SOCIAL WORKER: SYLVIA LANKEU NASERIAN / SYLVIALANKEU@GMAIL.COM

12. Página reservada a las autoridades competentes para expedir el pasaporte / Page reserved for the authorities responsible for issuing the passport / Page réservée aux autorités compétentes pour délivrer le passeport



PASAPORTE

PASSPORT

REINO DE ESPAÑA

Tipos/Type/Type	Código/Code/Code
P	ESP

PASAPORTE N°/PASSPORT No/PASSEPORT N°

XDC985479



(1) Apellidos/Surnames/Noni

ALGAR

CALDERON

(2) Nombre/ Given Names/ Pr
 LLAN, DANNON

JUAN RAMON

(3) Nacionalidad/Nationality
ESPAÑOLA

ESPAÑOL
15.800 Ser/Sure



(b) Lugar de nascimento/Place of birth (se diferente do país de origem)

CASTELLON DE LA PLANA/CASTELLO DE LA PLA

(7) Fecha de expedición / Date of issue / Date de délivrance (8) Fecha de recepción / Date of receipt / Date d'arrivée

17 04 2018 16 04 2018

(10) Firma del titular/holder's signature/Signature du titulaire

EMB-NATROBI

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211733

[illegible]

XDC9854792ESP6405283M2804165RE20140013321976

JUAN ALGAR



Aero Court Apart. Lower Kabete. Westlands. Nairobi. KENYA
jalgar@algaraguilar.com / +254 7 1439 1610

López Puigcerver 4. Villaviciosa de Odón. SPAIN
sstinvestments@gmail.com / +34 699 643 126

Non-profit management experience for 16 years. International business experience for 22 years, 15 years with China and 7 years in Kenya.

Areas of expertise:

- ✓ Entrepreneurship and start-ups
- ✓ International Business Development
- ✓ International Corporate Relationship
- ✓ International Trading Export – Import
- ✓ Representation of Companies and Brands in the foreign
- ✓ Direction or Coordination Head Office or in the field of Ngo - Foundations - Associations

Professional Experience

Founder & Director at *ALGAR AGUILAR INVESTMENTS LTD. KENYA*

Industry: Import & Distribution of Spanish Wine and Delicatessen.
Since 2014. Kenya

Founder Director at *WINGS MARKETING and QUICKNET Mk OnLine*

Industry: Marketing & Communication OnLine & OffLine Consulting.
1997 -2012. Spain

Founder Director at *ASIAN SOURCED MATERIALS CHINA-SPAIN*

Industry: International Purchasing Consulting for Construction Material
2000-2008. Spain & China

Commercial Director at *VODAFONE DIRECT*

Industry: Business Development of Mobile new Market. Spain

Marketing Manager at *THE OFFICIAL CHAMBER OF COMMERCE & INDUSTRY OF MADRID*

Industry: Government Administration. Spain

Marketing Manager at *FINANCIAL TIMES GROUP SPAIN (Marca, Expansión, Actualidad Económica, Telva, Diario Médico)*

Industry: Publishing & Newspapers. Spain

Education

KELLOGG School of Management - Chicago Northwestern University

- Certificate of Expert in Non-Profit Management. April 2008-Feb 2011

CEU San Pablo University - CECOD Center for Studies of Development Cooperation

- Design of Terms of Reference for the external evaluations of interventions in DC. 2010

STANFORD University Graduate School of Business

- Executive Program in Leadership. California. 2008

HARVARD University Kennedy School of Government

- Driving Government Performance for Politicians and Leaders. 2008

CEU San Pablo University - AEF Spanish Official Foundation's Association

- Advanced Course for Foundations Trust Management Specialist. 2008

IESE Business School - University of Navarra

- PDG, General Management Program. Sept 2002 - June 2003

LA SALLE Intl. Graduate School - AUTONOMA University of Madrid

- Master's in Project Management of International Cooperation and Development. Sept 2008-Jan 2010

ICADE Pontificia de Comillas University of Madrid

- Advanced Course of Negotiation for Directors and Lawyers. Oct. 2002

CECO - ICEX (Official Institute for Intl. Trading of Spanish Government)

- Master's in General Management & Foreign Trade. Sept 1994 - June 1995

ESIC Business & Marketing School

- Bachelor Degree in Marketing and Business Administration. 1982 - 1987

Additional Information

Co-Founder Director

THE INTERNATIONAL HELP ALLIANCE NGO – SUNS OF AFRICA RESCUE CENTER Kitengela

Industry: International Cooperation & Development

Since 2013, protecting children in need of KENYA

Titles and Honors

- Former Ambassador for Spain of the ZERMATT SUMMIT FOUNDATION
- Knight Hidalgo of the OLD & ILLUSTRIOUS SOLAR DE TEJADA
- Knight aspirant of the SOVEREIGN ORDER OF MALTA

Professor, Speaker, and Writer

- Professor at *La Salle Intl Graduate School and the Universidad Autónoma de Madrid* to the subjects of Business Development and Creation of Enterprises, in the Master of Bureau for International Development Projects.
- Professor at the *Universidad Complutense* to the subject of Strategic and Sustainable Alliances, in the Master of Management Specialist for Cultural Organizations.
- Speaker and usual reader on Leadership, Negotiation, Strategic Alliances, and Social Values in the Company, for ESIC Business School, Rafael del Pino Foundation and Club Siglo XXI
- Usual writer of articles about Non Profit Management and Social Innovation into the *Compromiso Empresarial Review*.

References

- ✓ Mr. Antonio Rodríguez Pina, Chairman Deutsche Bank Spain.
- ✓ Mr. José Carlos García de Quevedo, Chairman ICO Bank Spain.
- ✓ Mr. José María Calderón, General Secretary of Vatican Missionary Office in Spain.
- ✓ Mr. Chris Kirubi, Chairman of Centum Investments, Coca-Cola, DHL, Kenyan Railways, UAP Bank, Capital Media, Two Rivers Mall, among others in Kenya.
- ✓ Mr. Luis Galiana, Indra CEO for East Africa and South Africa.
- ✓ His Excellency Mr. Javier García de Viesma Bernaldo de Quirós, Spanish Ambassador for Kenya and East Africa.
- ✓ His Illustrious Monsignor Charles Balvo, Apostolic Nuncio of the Holy Embassy of Vatican for East Africa.

JAMHURI YA KENYA  **REPUBLIC OF KENYA**

SERIAL NUMBER 234798444 ID NUMBER 29416675

FULL NAME
MAUREEN NYACHOMBA NJUGUNA

DATE OF BIRTH
02. 08. 1992

SEX
FEMALE

DISTRICT OF BIRTH
NYERI

PLACE OF ISSUE
EMBAKASI

DATE OF ISSUE
29. 11. 2012

HOLDER'S SIGN



NRD

DISTRICT
NYERI
DIVISION
MATHIRA
LOCATION
NGORANO
SUB-LOCATION
GATUNGANGA



PRINCIPAL REGISTRAR'S SIGN

A handwritten signature in black ink, appearing to be 'M. N. N. N.'.

T0141717842

IDKYA2347984445<<151<<<<<<441
9208027F1211296<B029416675Q<<6
MAUREEN<NYACHOMBA<NJUGUNA<<<<<

NATIONAL POLICE SERVICE

C. 24A



DIRECTORATE OF CRIMINAL INVESTIGATIONS

DIRECTORATE OF CRIMINAL INVESTIGATIONS HEADQUARTERS
P.O.Box 30036-00100 GPO
NAIROBI, KENYA

Ref. No. PCC-AAAFZR1

Date. 21 February 2019

POLICE CLEARANCE CERTIFICATE

I hereby certify that the fingerprints recorded from

MAUREEN NYACHOMBA NJUGUNA

holder of ID No. **29416675** have been searched in Criminal Records Office's database with/without previous record. The validity of the information on this certificate is as of the date of issue.

REMARKS IN CASE OF PREVIOUS RECORD

OFFENCE(S): NIL

RESULTS OF TRIAL: NIL

DATE: NIL

This Certificate has been issued without any alteration or any erasure

(P.M. Ndunda)

For: Director, Directorate of Criminal Investigations
(P.T.O)

NOTE: This is a computer generated certificate, to verify the authenticity of this document, send DCI to 21546



THE REPUBLIC OF KENYA

ORIGINAL

IDL-AATLB4

NATIONAL TRANSPORT AND SAFETY AUTHORITY

THE TRAFFIC ACT
(Rule 11(1)(e))
DRIVING LICENCE

Name: **MAUREEN NYACHOMBA NJUGUNA**

ID Number: **29416675**

is hereby authorised to drive the following classes of vehicles until **07 May 2020** inclusive, or until a driving license is issued to him, whichever is the earlier

CLASSES: **Category A2, -, -, -, -**

TDB Number :**TDB-ACEJ12**

PDL Number :**PDL-AAAAACNAD5**

Date:**07 May 2019**

Note: The License must be produced for inspection at the request of the police.

To validate this document SMS?Â 'DL' to **22430**

Issue? Call: +254 709 932 300 | +254 20 6632 300

Working Hours: 8:00am - 5:00pm

Curriculum Vitae

MAUREEN NYACHOMBA NJUGUNA

PERSONAL INFORMATION

- **Name** : Njuguna, Maureen Nyachomba
- **Sex** : Female
- **Date of Birth** : 2nd August 1992
- **Nationality** : Kenyan
- **Passport Number** : A2372647
- **Mailing Address** : P.O.Box 63724,00619 Muthaiga, Nairobi, Kenya
- **Mobile Phone** : +254 721 762 511
- **Email** : reeneenjuguna4@gmail.com
- **Languages** : English, Swahili, and Gikuyu.

EDUCATIONAL BACKGROUND

- **2012 -2018** : The University of Nairobi (B.Com;Procument & Supply Chain Management)
- **2011 – 2012** : Wantech Computer College (Certificate in Computer Studies, having good command of Microsoft Office Tools)
- **2007 - 2010** : Gataragwa Girls High School, Mweiga, Nyeri
- **2005 - 2006** : Thawabu Primary School, Nairobi
- **2002 - 2005** : Bondeni Primary School, Nairobi

WORK EXPERIENCE

- **2014-2017**: Worked at the Divine Word Catholic Parish, Kayole, Nairobi, as an Office Assistant /Assistant Accountant; I was part of the coordinating staff of the financial committee.
- **2014 – 2018**: For the last four consecutive years, I worked as the Kenyan Head of the Spain-based NGO *Youcanyole* during their medical expeditions in Kenya. Was in-charge of all their logistics and everyday running of their programmes in Kenya, a month each.

HOBBIES, SKILLS

- Reading and travelling
- Researching on current global issues
- Public relations abilities
- Interested in meeting new people of different cultural backgrounds
- Communication and organizational skills in leading (even international) groups and getting their programmes executed

REFERENCES

Rev.Dr. (Fr.) Tony Amissah, SVD,PsyD.
(PROVINCIAL SUPERIOR)
Kenya-Tanzania Province
P.O BOX 63724,
00619 Muthaiga,Nairobi Kenya.
+254722414987

Dr. Miguel Pelayo Medina Candel
Youcanyole NGO
Castellon, Spain
+34696821447

JAMHURI YA KENYA  REPUBLIC OF KENYA

SERIAL NUMBER 239987645

ID NUMBER 33743994

FULL NAMES
SHARON WIREMA LUMWAMU

DATE OF BIRTH
21. 04. 1997

SEX
FEMALE

DISTRICT OF BIRTH
BUNGOMA SOUTH

PLACE OF ISSUE
KANDUYI

DATE OF ISSUE
23. 09. 2015

HOLDER'S SIGN



DISTRICT
BUNGOMA SOUTH
DIVISION
KANDUYI
LOCATION
KIBABII
SUB-LOCATION
TUUTI



PRINCIPAL REGISTRAR'S SIGN

T0207914514

IDKYA2399876455<<3931<<<<3931
9704219F1509234<B033743994V<<1
SHARON<WIREMA<LUMWAMU<<<<<<<<



THE REPUBLIC OF KENYA

ORIGINAL

IDL-AATLB4

NATIONAL TRANSPORT AND SAFETY AUTHORITY

**THE TRAFFIC ACT
(Rule 11(1)(e))
DRIVING LICENCE**

Name: **SHARON WIREMA LUMWAMU**

ID Number: **33743994**

is hereby authorised to drive the following classes of vehicles until **07 January 2020**
inclusive, or until a driving license is issued to him, whichever is the earlier

CLASSES: , , , ,

TDB Number :

PDL. Number:

Date: **07 January 2019**

Note: The License must be produced for inspection at the request of the police.

To validate this document SMS?Â 'DL' to **22430**

Issue? Call: +254 709 932 300 | +254 20 6632 300

Working Hours: 8:00am - 5:00pm

CURRICULUM VITAE

PERSONAL INFORMATION

NAME :LUMWAMU WIREMA SHARON

D.O.B :21ST APRIL 1997

GENDER :FEMALE

MARITAL STATUS :SINGLE

NATIONALITY :KENYAN

RELIGION :CHRISTIAN

LANGUAGE :ENGLISH AND KISWAHILI

TELEPHONE :0741388673

EMAIL :sharonwirema@gmail.com

CAREER OBJECTIVES

to secure a position where my hardwork,dedication and the ability to acquire new skills will be of advantage to the organization i will secure a position in.

PERSONAL ATTRIBUTES

A self-motivated person with a passion for achieving targeted results,dedicated,committed,hardworking,creative enthusiastic and resourceful with client and results oriented.

PROFESSIONAL QUALIFICATIONS

DATE	INSTITUTION	COURSE	GRADE
2015-2018	JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE & TECHNOLOGY	BACHELOR IN PUBLIC HEALTH	SECOND CLASS HONOURS(UPPER DIVISION)

ACADEMIC QUALIFICATION

DATE	SCHOOL ,	GRADE
2010-2013	ST.CECILIA GIRLS HIGH SCHOOL ,MISIKHU	KCSE GRADE B(plain)
1999-2009	MAKUTANO S.A PRIMARY SCHOOL	KCPE 337 marks

OTHER QUALIFICATIONS

COMPUTER STUDIES :CHRIST THE KING COMPUTER COLLEGE

FIRST AID COUESE :ST. JOHN'S AMBULANCE

WORK EXPERIENCE

DATE	INSTITUTION	RESPONSIBILITY
JAN-FEB 2019	CHROME AUTO-ACCESSORIES	SALES PERSONNEL
MAY-AUG 2017	WEBUYE SUB-COUNTY HOSPITAL	PUBLIC HEALTH OFFICER ON ATTACHMENT
2014	MAKUTANO PRIMARY SCHOOL	NURSERY TEACHER AND CARE TAKER

MAJOR STRENGTHS

1. Good interpersonal and communication skills
2. Self-motivated
3. Ability to work in any environment

HOBBIES

1. Games and sports
2. Learning new skills
3. Socializing
4. Researching

REFEREES

NAME	OCCUPATION	CONTACT
1.DR.GEORGIA AYODO	LECURER, JARAMOGI OGINGA ODINGA UNIVERSITY	0712176738
2.MR. SOLOMON MUTINYI SATIA	PUBLIC HEALTH OFFICER, KANDUYI SUB-COUNTY	0722299672
3.MR.SILAS MUTISO	MANAGER, CHROME AUTO ACCESSORIES	0713298075

SYLVIA LANKEU NASERIAN

P.O. BOX 98 Kiserian Kenya

Tel: +254 725060642

Email: Sylvialankeu@gmail.com

CAREER OBJECTIVES

Sylvia is a seasoned result oriented community development social worker and an inspiring focused budding leader who is tenacious, organized, outgoing and good at socializing and interpersonal skills. Just started to work in the Private and NGO sectors in Kenya mainly in community mobilization and collecting data and looking forward in rising in my career from junior-to-mid-level management and leadership positions.

I have a hunger to succeed; a team player who passionately drives organizations processes and growth models by implementing competitive working strategies through excellent planning, building of cohesive teams through inspirational leadership, motivation, coaching and mentoring. I am a critical thinker who is able to influence decisions, an innovator who is able to create impact on every situations.

EDUCATIONAL BACKGROUND

2016 – 2018 : Awarded the degree of Bachelor of Arts in Community Development

2010 – 2013 : Awarded certificate of Kenya Secondary education at Baraka secondary school

2000 – 2009 : Awarded certificate of Kenya primary education at Ereteti primary school

WORK EXPERIENCE

1. Kajiado County social work Department (2018 May-2018 August)

Position: Attachee

Some of the duties include:

- Registration of self-help groups
- Helping in change of group signatories
- Visiting children's homes and identifying the children's needs
- Participating in the women group Sacco's and advising them on how to start small businesses
- Issuing of certificates to self helps groups and CBOs.

2. MAAP Organization (2018 September- 2018 December)

Position: Research assistant

Participated in case plan exercise in evaluation of household's vulnerability.

Some of the duties included:

- Conducting key information interviews with the registered households.
- Conducting motivational talks to the members of the households.

3. Tophon Company Limited (2019 January – To date)

Position: Human Resource Manager

Duties:

- Training of staff
- Hiring and recruitment of staff
- Induction of staff
- Assist in payroll preparation

PERSONAL SUMMARY

I am hardworking, determined and disciplined person with an interest to work in a firm that will give me an opportunity to exploit my potential and talent as I help the firm achieve its goals and objectives.

KEY SKILLS

- A reliable team player
- Task oriented
- Good communication skills
- Computer literate

REFERENCES

1. MR. Shadrack Kimiti

Director, Department of Social work - Kajiado County

Mobile No: 0723548474

2. Elizabeth Konchella

Head of Social work- MAAP Organization

Mobile No: 0703317175

3. Mr.: Isaac Gatugi

Tophon Factory Manager

Mobile No: 0722981684

BACD/2018/02

BACD/00146/3/16



KAG EAST
UNIVERSITY

KAG EAST UNIVERSITY

Upon recommendation of the Senate
and on the authority of the Council, hereby confers upon

Sylvia Lankeu Naserian

the degree of

**Bachelor of Arts in Community
Development**

Second Class Honours (Upper Division)

with all the rights and privileges thereto pertaining in witness whereof
we have hereunto affixed our signatures and seal of the University

Ninth Day of November the Year Two Thousand and Eighteen

Vice Chancellor

Deputy VC, Academics



Secretary to Senate



KAG EAST
UNIVERSITY

CERTIFICATE OF HONOR FOR ACADEMIC ACHIEVEMENT

Sylvia Lankeu Naserian

*has been awarded this certificate for having maintained a Grade
Point Average of 3.63, and thus qualified to have received
Upper 2nd Class Honors at graduation from EASU.*



Registrar

November 09, 2018



Dean of Academics

November 09, 2018

NATIONAL POLICE SERVICE

C. 24A



DIRECTORATE OF CRIMINAL INVESTIGATIONS

DIRECTORATE OF CRIMINAL INVESTIGATIONS HEADQUARTERS
P.O.Box 30036-00100 GPO
NAIROBI, KENYA

Ref. No. **PCC-AAHRPJ9**

Date. **01 February 2019**

POLICE CLEARANCE CERTIFICATE

I hereby certify that the fingerprints recorded from

SYLVIA NASERIAN LANKEU

*holder of ID No.**32970036**.... have been searched in Criminal Records Office's database with/without previous record. The validity of the information on this certificate is as of the date of issue.*

REMARKS IN CASE OF PREVIOUS RECORD

OFFENCE(S): NIL

RESULTS OF TRIAL: NIL

DATE: NIL

This Certificate has been issued without any alteration or any erasure

(P.M. Ndunda)

*For: Director, Directorate of Criminal Investigations
(P.T.O)*

NOTE: This is a computer generated certificate, to verify the authenticity of this document, send DCI to 21546

ANNEX 4

THE INTERNATIONAL HELP ALLIANCE NGO

SUNS OF AFRICA RESCUE CENTER KITENGELA

INFORMATION OF EXECUTIVE ADVISORY BOARD

AGNES SAYIA:	CHIEF OF KAPUITEI KITENGELA / AGNESSAYIA22@GMAIL.COM
EMILY SINKEET:	CHILDREN'S INSTITUTIONS EXPERT / SINKYNAS2006@YAHOO.COM
LUIS DEL ÁLAMO:	HUMANITARIAN PROJECTS EXPERT AND KAJIADO GOVERNMENT ADVISER /
SILVIA GARCÍA:	INTERNATIONAL HELP ALLIANCE VICEPRESIDENT / SILGARCIAPARRA@GMAIL.COM

ANNEX 5

INTERNATIONAL HELP ALLIANCE

**ANNUAL REPORT
&
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2017**

INDEPENDENT AUDITORS

Ernest & Martin Associates

Certified Public Accountants

Haven Court. Block C3:

Opposite St Mark ACK- Westlands

P.O Box 21180-00505 Nairobi Kenya

Phone: +254 720 369 054 | +254 724 824 435

Mail: info@ernestandmartin.com

Web: ernestandmartin.com

INTERNATIONAL HELP ALLIANCE
Annual Report and Financial Statements
For the year Ended 31 December 2017

CONTENTS	Page
Organisation Information	1
Statement of Director's Responsibility	2
Report of the Directors	3
Report of the Auditors	4-5
Statement of Comprehensive Income	6
Statement of Financial Position	7
Statement of Changes in Accumulated Fund Balances	8
Statement of Cash flows	9
Significant Accounting Policies & Notes	10-14

INTERNATIONAL HELP ALLIANCE

Organisation information

For the year ended 31st December 2017

DIRECTORS

Algar Calderon Juan Ramon
Sofia Aguilar Mendoza
Frankline Albert Lateo Amuma
Sofia Algar Aguilar
Jennifer Nzilani Nduku
Natalia Lozano

HEAD OFFICE

House Number 190
Kaptagat Road, Loresho
Off Waiyaki Way
P.O Box 2054 - 00606
1 ROBI

BANKERS

Cooperative Bank limited
Kitengela Branch
NAIROBI

AUDITORS

Ernest & Martin Associates
Certified Public Accountants
P.O. Box 21180-00505
NAIROBI

INTERNATIONAL HELP ALLIANCE

Statement of Directors' Responsibility

For the year ended 31st December 2017

The Non-Governmental Organisations Co-Ordination Act requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the organisation as at the end of the financial year and of the profit or loss of the organisation for that year. It also requires the directors to ensure that the organisation keeps proper accounting records which disclose with reasonable accuracy at any time the financial position of the organisation. They are also responsible for safeguarding the assets of the organisation.

The directors accept responsibility for the preparation and presentation of annual financial statements that are free from material misstatement whether due to fraud or error. They also accept responsibility for:

- i. Designing, implementing and maintaining internal control relevant to the preparation and fair presentation of the financial statements;
- ii. Selecting and applying appropriate accounting policies, and
- iii. Making accounting estimates and judgments that are reasonable in the circumstances.

The directors are of the opinion that the financial statements give a true and fair view of the state of the financial affairs of the organisation as at 31 December 2017 and of its financial performance and cash flows for the year then ended in accordance with International Financial Reporting Standards for Small and Medium-sized entities and the requirements of the Non-Governmental organisations Co-Ordination Act.

Nothing has come to the attention of the directors to indicate that the organisation will not remain a going concern for at least the next twelve months from the date of this statement.

Approved by Board of Directors on _____ 2018 signed on its behalf by:

Director

Director

Date

23/03/18

INTERNATIONAL HELP ALLIANCE
Report of the Directors
For the year ended 31st December 2017

The directors have pleasure in submitting their annual report together with the audited financial statements for the year ended 31 December 2017 which disclose the state of affairs of the organisation.

Activities

The International Help Alliance is a Christian Non-Governmental organisation that was established in 2013 whose main purpose is to provide: Provide vitamin A and other vitamins to children in Kibera & Kericho and to Build and operate an orphanage to take care for abandoned babies.

BOARD OF DIRECTORS

The directors who served during the year are set out on page 1.

INDEPENDENT AUDITOR

The Auditors, Ernest & Martin Associates, Certified Public Accountants, have indicated their willingness to continue in office in accordance with Section 24 (4) of the Non-Governmental Organisations Co-Ordination Act

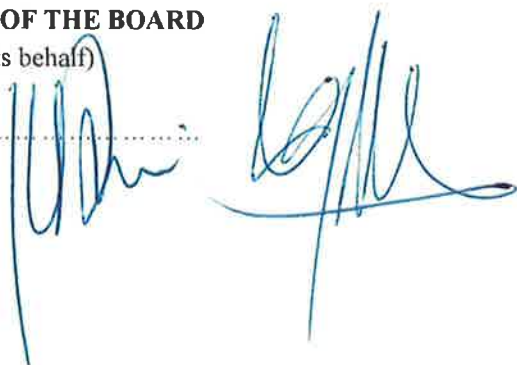
APPROVAL OF FINANCIAL STATEMENTS

The financial statements were approved at a meeting of the directors.

BY ORDER OF THE BOARD

(For and on its behalf)

Director



Independent Auditor's Report

To the members of International Republican Institute

REPORT ON THE AUDIT OF THE FINANCIAL STATEMENTS

Opinion

We have audited the financial statements of International help Alliance, which comprise the statement of financial position as at 31st December 2017, and the statement of income, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements give a true and fair view of the financial position of the NGO as at 30th December 2017, and of its financial performance and its cash flows for the year then ended in accordance with International Financial Reporting Standards for small and medium sized entities (IFRS for SMEs).

Basis for Opinion

We conducted our audit in accordance with International Standards on Auditing (ISAs). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Company in accordance with the International Ethics Standards Board for Accountants' Code of Ethics for Professional Accountants (IESBA Code) together with the ethical requirements that are relevant to our audit of the financial statements in Kenya, and we have fulfilled our other ethical responsibilities in accordance with these requirements and the IESBA Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with IFRS for SMEs and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Company or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Company's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Independent Auditor's Report (continued)

As part of an audit in accordance with ISAs, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Company's internal control.⁴⁰
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

From the matters communicated with those charged with governance, we determine those matters that were of most significance in the audit of the financial statements of the current period and are therefore the key audit matters. We describe these matters in our auditor's report unless law or regulation precludes public disclosure about the matter or when, in extremely rare circumstances, we determine that a matter should not be communicated in our report because the adverse consequences of doing so would reasonably be expected to outweigh the public interest benefits of such communication.

Independent Auditor's Report (continued)

Report on other legal requirements

As required by the Kenyan NGO Act we report to you, based on our audit, that:

- i. we have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purposes of our audit;
- ii. in our opinion proper books of account have been kept by the company, so far as appears from our examination of those books; and
- iii. the NGO's balance sheet and profit and loss account are in agreement with the books of account.

The engagement partner responsible for the audit resulting in this independent auditor's report was

CPA Ernest Muguku Muriu, Practicing Certificate No. 1584

Ernest S. Martin Associates

Certified Public Accountants

Nairobi



INTERNATIONAL HELP ALLIANCE
Financial Statements
For the Year ending December 31, 2017

STATEMENT OF COMPREHENSIVE INCOME

	Note	2017 Shs	2016 Shs
Income	3	<u>5,834,551</u>	<u>9,205,487</u>
EXPENSES			
Administration	4	965,546	4,428,203
Finance Costs	5	47,920	1,980
Total Expenditure		<u>1,013,466</u>	<u>4,430,183</u>
Surplus for the year		<u>4,821,084</u>	<u>4,775,304</u>

The significant accounting policies and notes to the financial statements on pages 10 - 14 form an integral part of these financial statements

INTERNATIONAL HELP ALLIANCE
Financial Statements
For the year ended 31st December 2017

STATEMENT OF FINANCIAL POSITION

	NOTE	2017 Shs.	2016 Shs.
Non Current Assets			
Property and Equipment	6	26,825,095	12,095,582
Total Non Current Assets		26,825,095	12,095,582
Current Assets			
Receivables	7	130,000	130,000
Directors account		292,590	522,378
Cash and cash equivalents	8	1,692	1,655,525
Total Current Assets		424,282	2,307,903
Total Assets		27,249,379	14,403,485
Fund Balance and Liabilities			
Fund Balance	8	18,905,858	14,084,774
Current liabilities			
Payables	9	8,343,521	318,712
Total Fund Balance and Liabilities		27,249,379	14,403,486

The significant accounting policies and notes to the financial statements on pages 10-14 form an integral part of these financial statements

The financial statements on pages 6 to 14 were approved by the Directors on.....
2018 and signed on its behalf by :

DIRECTOR

DIRECTOR

INTERNATIONAL HELP ALLIANCE
Financial Statements
For the year ended 31st December 2017

STATEMENT OF CHANGES IN ACCUMULATED FUND BALANCES

	General Fund	Total
	Shs.	Shs.
Movements in Funds		
Balance as at 1 January 2017	14,084,774	14,084,774
Surplus for the year	4,821,084	4,821,084
Balance as at 31 December 2017	<u>18,905,858</u>	<u>18,905,858</u>
 Balance as at 1 January 2016	 9,309,470	 9,309,470
Surplus for the year	4,775,304	4,775,304
Balance as at 31 December 2016	<u>14,084,774</u>	<u>14,084,774</u>

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STATEMENT OF CASHFLOWS

	NOTE	2017 Shs.	2016 Shs.
Cash Flows from Operating Activities			
Surplus for the period		4,821,084	4,775,304
Adjustments for :			
Loss on disposal		132,500	
Depreciation	6	<u>23,411</u>	<u>90,688</u>
Surplus before Working Capital Changes		4,976,995	4,865,992
Changes in			
Receivables	7	-	260,000
Directors account		229,788	(522,378)
Accounts Payables	9	<u>8,024,809</u>	<u>273,056</u>
Cash Generated from Operations		<u>8,254,597</u>	<u>10,678</u>
Net Cashflow from Operating Activities		<u>13,231,592</u>	<u>4,876,670</u>
Cash Flows from Investing Activities			
Purchase of Assets	6	(14,985,446)	(4,786,892)
Disposal of Assets		100,000	-
Net Cashflow used in Investing Activities		<u>(14,885,446)</u>	<u>(4,786,892)</u>
Net Increase in cash and cash equivalents		(1,653,854)	89,779
Cash and Cash Equivalents at the beginning of the year		1,655,525	89,778
Net Cash Inflow during the year		(1,653,854)	1,565,747
Cash and Cash Equivalents at the end of the year	8	<u>1,692</u>	<u>1,655,525</u>

NOTES

1. General information

The The International Help Alliance is a Non-Governmental organization registered in Kenya under section 10 of the NGO Co-ordination Act. The address of its registered office and principal activity are as indicated on page 1 and 2 respectively.

2. Significant accounting policies

The principal accounting policies adopted in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

a. Basis of preparation

The financial statements have been prepared on the historical cost basis in accordance with the generally accepted non-profit accounting principles and International Financial Reporting Standards for Small and Medium-sized Entities (IFRS for SMEs).

b. Donation Income Recognition

Income comprises donations received from donors, transfers from the Head Office and other funds. Income is recognized in the financial statements on the date received or if confirmed to have been in transit at the date of statement of financial position.

c. Expenditure

Expenditure is recognized when payments are made. However, accruals are made at year-end for expenditure incurred and not paid for.

d. Property and Equipment

Property and Equipment including investment property are measured at Cost less Accumulated Depreciation and any accumulated impairment losses.

Investment property whose fair value can be measured reliably without undue cost or effort must be measured at fair value at each reporting date

Depreciation is charged so as to allocate the cost of assets less their residual values over their estimated useful lives using the following method and rates:

<u>Rate %</u>	
Computers and Other Electronics	30%
Motor Vehicles	25%
Furniture & Fittings	12.5 %
Buildings	5%
Land	0%

If there is an indication that there has been a significant change in the useful life or residual value of an asset the depreciation of that asset is revised prospectively to reflect the new expectations.

On disposal, the differences between the net disposal proceeds and the carrying amount of the item sold is recognized in profit or loss.

e. Accounts Receivable

Receivables are initially recognized at the transaction amount. At the end of the reporting period, the carrying amounts of receivables are reviewed to determine whether there is any objective evidence that the amounts are recoverable.

f. Cash and Cash Equivalents

For the purposes of the statement of cash flows, cash and cash equivalents comprise cash in hand and deposits held at call with banks.

NOTES (CONTINUED)

2. Significant accounting policies (continued)

g. Accounts Payable

Payables are obligations made on the basis of normal credit terms and do not bear interest.

h. Taxation

No provision for corporate tax has been made in these accounts. The organization qualifies for exemption from corporation tax in Kenya under paragraph 10 of the 1st Schedule to the Income Tax Act, Cap. 470 (Laws of Kenya). The organisation is in the process of applying for income tax exemption as per the Income Tax Act

i. Capital Commitments

The organisation had capital commitments as at 31 December 2017. In 2018 the organisation is to build up a boundary wall on its plot of land and other developments, including a boundary wall, home for children, vocational school and hostel.

j. Comparatives

Where necessary, comparative figures have been adjusted to conform to changes in presentation in the current year.

k. Presentation Currency

The Financial Statements are presented in Kenya Shillings (Shs) as the base currency.

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NOTES (CONTINUED)

	2017	2016
	Shs.	Shs.
3 INCOME		
Donations Income - IHA Spain	5,828,309	9,205,487
Other incomes - Interest income	6,242	
	<u>5,834,551</u>	<u>9,205,487</u>
4 ADMINISTRATION EXPENSES		
Travel and Meetings	243,079	1,011,371
Professional Fees	171,000	636,903
Rent	-	1,960,100
Repairs and maintainance	-	15,600
Utilities	78,000	93,941
Vehicle Expense	37,242	263,440
Vehicle expense: Fuel & parking	237,395	139,110
Audit fees	42,920	42,920
Depreciation	23,411	90,688
Withholding tax	-	127,866
Over provision of audit fees	-	(2,736)
Consultancy costs	-	49,000
Loss on disposal	132,500	-
	<u>965,546</u>	<u>4,428,203</u>
5 FINANCE COSTS		
Bank Service Charges	<u>47,920</u>	<u>1,980</u>

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6 Property and Equipment
2017

	Land	Buildings	Buildings WIP	Furniture & Fitting	Computers	Vehicles	TOTAL
	Shs.	Shs.	Shs.	Shs.	Shs.	Shs.	Shs.
COST							
At the start of year	7,131,891	13,749,967	-	26,500	49,000	620,000	21,577,358
Additions	-	-	5,812,977	109,372	-	-	5,922,349
Capitalisation	-	-	-	-	-	-	-
Disposals	-	-	-	-	-	(620,000)	(620,000)
At the end of year	<u>7,131,891</u>	<u>13,749,967</u>	<u>5,812,977</u>	<u>135,872</u>	<u>49,000</u>	<u>-</u>	<u>26,879,707</u>
DEPRECIATION							
At the start of the year	-	-	-	6,211	24,990	387,500	418,701
Charge for the period	-	-	-	16,208	7,203	-	23,411
Disposal proceeds	-	-	-	-	-	-	-
Acc depr on disposal	-	-	-	-	-	(387,500)	(387,500)
At the end of the year	<u>-</u>	<u>-</u>	<u>-</u>	<u>22,419</u>	<u>32,193</u>	<u>-</u>	<u>54,612</u>
NET BOOK VALUE							
As at 31st Dec 2017	<u>7,131,891</u>	<u>13,749,967</u>	<u>5,812,977</u>	<u>113,453</u>	<u>16,807</u>	<u>-</u>	<u>26,825,095</u>

Property and Equipment
2016

	Land	Buildings	Buildings WIP	Furniture & Fitting	Computers	Vehicles	TOTAL
	Shs.	Shs.	Shs.	Shs.		Shs.	Shs.
COST							
At the start of year	7,031,891	-	9,063,097	26,500	49,000	620,000	16,790,488
Additions	100,000	-	4,686,892	-	-	-	4,786,892
Capitalisation	-	-	-	-	-	-	-
Disposals	-	-	-	-	-	-	-
At the end of year	<u>7,131,891</u>	<u>-</u>	<u>13,749,989</u>	<u>26,500</u>	<u>49,000</u>	<u>620,000</u>	<u>21,577,380</u>
DEPRECIATION							
At the start of the year	-	-	-	3,313	14,700	310,000	328,013
Charge for the period	-	-	-	2,898	10,290	77,500	90,688
Disposal	-	-	-	-	-	-	-
At the end of the year	<u>-</u>	<u>-</u>	<u>-</u>	<u>6,211</u>	<u>24,990</u>	<u>387,500</u>	<u>418,701</u>
NET BOOK VALUE							
As at 31st Dec 2016	<u>7,131,891</u>	<u>-</u>	<u>13,749,989</u>	<u>20,289</u>	<u>24,010</u>	<u>232,500</u>	<u>21,158,679</u>

INTERNATIONAL HELP ALLIANCE**Financial Statements****For the year ended 31 December 2017**

	2017	2016
	Shs.	Shs.
7 Receivables		
Rent deposit	130,000	130,000
	<u>130,000</u>	<u>130,000</u>
8 Cash and Cash Equivalents		
Co-Operative Bank Of Kenya	1,692	1,655,525
	<u>1,692</u>	<u>1,655,525</u>
9 Payables		
Accounts payables	7,301,734	167,201
Related party-AA	890,276	-
Audit fees payable	42,920	42,920
Withholding tax payable	108,591	108,591
	<u>8,343,521</u>	<u>318,712</u>
10 Directors account		
Director Juan	(939,000.00)	522,378.00
Director Sofia	1,231,590.00	-
	<u>292,590.00</u>	<u>522,378.00</u>