

EXPERISE DETAIL

In respect of

CREATIVE GROUOP OF CONSULTANTS

Islamabad

Kabul, Lahore, Multan, Quetta, Karachi, Peshawar

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OUR MISSION, OBJECTIVE AND VALUES

Our Mission

To provide our clients with high quality business, financial and technical consulting services - in a top-management framework - covering significant financial, operating and/or investment outputs and judgments that reflect our clients' needs, decisions, issues, projects, programs etc. through cost-effective use of our expertise in a results oriented and timely fashion. Always geared up to best or top quality results.

Objective:

We have four fundamental objectives guide the operation of our business:

- To use our expertise to the benefit of our clients and partners through an open, collaborative approach.
- To ensure sustainable and profitable long-term growth.
- To provide a return on investment to shareholders.
- To promote employee development.

Our Values

Shared values have been at the heart of Creative Group of Consultants since our formation. These values influence the way we meet client needs while respecting the regulatory requirements of each country in which we operate, and the way we promote ethically sound practices within Creative Group of Consultants and in our partnerships. They are:

Honesty; particularly the refusal of unfair business practices aimed at obtaining a contract or advantage. In line with this principle, Creative Group of Consultants has established clear rules with respect to commissions and gifts of all kinds.

Boldness; in the sense of an entrepreneurship and desire to take considered risks balanced by prudence and clear-sightedness without which a bold manager can become reckless.

Trust; which implies a willingness to empower employees and teams and to allow managers to experience the effects of their initiatives and decisions; Trust also implies an open mind and genuine transparency in the flow of information, and is at the heart of our Collaborative Business Experience.

Freedom; includes creativity, innovation, independence of mind and respect for others in their diversified cultures, habits, and customs.

Team spirit; with clients, employees and partners with the ability to share in both good and bad times.

INSTITUTIONAL DEVELOPMENT AND CAPACITY BUILDING

Institutional development is the most important element of any organization. Especially in NGO sector there is a great need to build institutional systems and Human Resources according to any organizational need and requirements. Keeping in the view the importance, CGC has developed a methodology to build Human and Institutional capacity of the NGO's to enable them has efficient systems and controls. Our strategy covers the following two important areas that contributes to overall management quality of an organization

Financial Management Systems

Our services in this area includes; financial assessments, streamlining manual, computerized accounting systems, upgrading and development of financial polices and procedures, budgeting, cash forecasts and cash flows, strengthening financial controls, establishing systems that meets the reporting requirements of the organization/donors and conducting on-the-job training of finance staff.

Administrative and HR Systems

These services largely consists of; strengthening/ developing effective human resource management systems, setting up required administrative and operational systems, development of effective and efficient organizational polices and procedures, put in place adequate internal and external controls that provide useful bases for a effective management information systems, promote and establish systems that enables the organization to avoid duplication of efforts and resources.

Methodology

Our services in the above areas have four main stages. First we carry out a detailed systems review of the organization to get a sense of their existing systems and controls. We use specifically designed questionnaires and grading system for the assessment partners. Then based on the assessment results we conduct a gap analysis and develop a capacity building action plan. In the second stage we developed manuals based upon the organizational setup, needs and the assessment findings. Once the manuals are developed, shared and agreed by the partner organization we start the third phase of on-the-job capacity building of concerned staff in the areas of improvements identified in the capacity building action plan. The last stage is the follow-up visit to assess the implementation level of commended systems and controls as outlined in the manuals and as highlighted and covered during the training phase. The details about all these four stages are given below;

Systems Reviews

A through review of the organization's current systems is conducted. This review is done in a most participatory way involving both management and staff in the process. A complete assessment is conducted using specially designed questionnaires in each of the below mentioned area of work. Generally complete reviews include all the following areas; however a separate review for any one or more can be done as per organizational requirement.

- Organization Management
- Financial Systems and Controls
- Administrative Systems and Controls
- Human Resource Management
- M & E Systems
- Reporting (Financial and Narrative)

System Manuals

Based on the review results and finding, required changes will be made in case where organization already has a manual and in case if organization does not have a manual, a new manual as per their need and use will be prepared. We are offering our expert services for the preparation/improvement of the following manuals:

- Financial Policies and Procedures Manual
- Operational Policies and Procedures Manual

On-The-Job Training

During this phase our staff will provide on-the-job training to the partner organization's relevant staff responsible to carry out duties in their respective area of work. This gives an opportunity for the organization to establish and setup systems and overcome the capacity issues that hinder in proper implementation of systems and controls necessary for the organization to put in place in order to have effective, efficient and transparent systems and controls in place. The advantages of this process are:

- Training is provided as per organization's need and requirement.
- Availability of trainers during implementation of training to provide physical examples of work and solve problems that arise during implementation of recommended systems and controls.
- Close monitoring of the process by the trainers to ensure proper transfer of knowledge and skills to perform the required tasks.

Follow-up

The follow-up visit(s) are conducted after one month and minimum 15 days to ensure that the recommended systems and training skills are being properly implemented. This is also the time for a post review done through using same questionnaires of assessment phase to assess the impact of the capacity building process and to see the progress made by the organization in proper implementation of the recommended systems and controls as outlined in the capacity building action plan and in the manuals.

FINANCIAL MONITORING/AUDIT SERVICES

CGC is rendering these services to INGO's and NGO's to help them in regular financial monitoring and audits of their own organization and their partners. The main purpose of this financial monitoring/audit services is to provide the organization a mechanism of early warning systems in relation with the level of internal controls and respective policies and procedures that define the organizational culture and helps them to have an oversight on the cost of operations/overheads. It also helps the partner organization/NGO to have regular feedback, guidance and mentoring opportunities to improve their systems and controls by implementing financial monitoring/audit recommendations and takes advantage of auditor's presence in their respective offices during the audit process.

The financial monitoring/audit services of CGC follows the following process:

1. Review of quarterly/six-monthly/annual financial statements prepared by NGO staff in relation with their respective implementation plan of activities.
2. Prepare financial analysis highlighting major observations and points of clarifications for the partners.
3. Conduct visits to physically verify expenses, supporting documents and financial records relating to the expenses reported in the quarterly/six- monthly and or annual financial report of the partner.
4. Prepare reports highlighting areas of improvements and give recommendations and share these reports with respective NGO's management and donors.
5. Follow-up with respective partners the level of implementation of previously reported areas of improvements and recommendations during the next financial monitoring/audit.

Financial Monitoring /Audit Objective

Financial monitoring/audits are performed to form an independent opinion on the integrity of the financial information being presented and to establish reliability on the means by which it is reported. Most financial audits are undertaken within the context of generally accepted Accounting and Auditing Standards but CGC's methodology is over and above a regular audit function. Our methodology and approach is mainly focuses on the internal control systems, project proposal document, purpose and activities to be performed by the NGO from the funding provided by the donors.

The main objectives of the financial monitoring/audit are:

1. Highlight area of high risk.
2. Maintain a continuous review of the receipt and payment related with the specific project.
3. Identify internal controls issues and provide recommendations to implement measures that improve such controls.
4. Provide regular feedback to the donors on effective use of the funding provided for the specific project.

Financial monitoring/ Audit Scope

The auditors will validate the processes that the NGOs have in place by reviewing the work that supports the NGOs judgments and assessments through the NGOs system for reporting and managing risks. However, key focus of financial monitoring/ audit is to assess the controls that have been put in place to manage the relevant risks. The auditors will ensure that:

1. Financial transactions are being recorded regularly in the books of accounts/ system.
2. The financial transactions have all required supporting documents.
3. NGO's own polices and procedures are consistently being followed.
4. Accounting system provides reasonable security levels to restrict any kind of tempering with the financial information.

5. Transaction monitoring should analyze all elements of the transaction. Determine accuracy, reliability and cost effectiveness of all supporting documents that are part of the financial transactions.
6. A minimal number of financial and IT personnel have administrative privileges to the accounting records/software to reduce the risk.
7. Managers ensure that what needs to be done will be done in practice, following required NGO policies and procedures.
8. Problems are being actively identified and managed.
9. Risks and uncertainties are being actively managed through a proper assessment.
10. Key controls are in place to help manage the identified risks.
11. These controls are being operated well. Specifically, we are interested in how significantly they contribute in providing managers with assurance that the risks are being managed and any limitations that may affect their effectiveness.

The levels of risk left after the application of controls are within the acceptable limits as defined by the management.

Financial monitoring/Audit Methodology

Although every financial monitoring/audit project is unique, the audit process is similar for most engagements and normally consists of four stages: 1- Preliminary Review, 2- Fieldwork, 3- Audit Report, and 4-Follow-up Review. The Donor's/NGO involvement is critical at each stage of the financial monitoring/audit process. One of our key objectives is to minimize the time required by NGO staff and avoid disrupting the ongoing activities of the NGO's being audited.

Preliminary Review

During the preliminary review portion of the financial monitoring/ audit, we discuss with the requesting organization the scope and objectives of the financial review/audit in a formal meeting with the concerned authority in the respective organization, gather information on specific project to audited/reviewed, review of financial and progress reports submitted by partners, discuss issues/concerns already noted by the concerned staff and management to evaluate existing controls and plan the next audit steps.

Initial Meeting

A meeting is held with the concerned Donor organization requesting for the audit of their respective partner organization. Our audit team meets with the concerned personal in management to discuss the respective project objectives, current status and also get their own views about the NGO systems, available resources (personnel, facilities, equipment, funds), and other relevant information. It is important that during this meeting relevant staff clearly and openly identify issues or areas of special concern, if any, that should be addressed during the financial monitoring and audit process.

Review of Project Related Information

In this phase the auditor team gathers relevant information about the project to be monitored/ audited in order to obtain a general overview of operations. The team talks with key personnel and reviews reports, files, and other sources of information.

Financial monitoring/ Audit Program

Preparation of the audit program concludes the preliminary review phase. This program outlines the fieldwork necessary to achieve the audit objectives. At this stage the concerned NGO/staff will be informed of the audit program by the donor organization to facilitate the audit process.

Fieldwork

The fieldwork concentrates on transaction testing and verification of documentation attached with financial transactions. During this phase the auditor determines whether policies and procedures and internal controls of the organizations are adequate and being followed properly and in the manner described by the NGO. The fieldwork stage concludes with a list of significant findings from which the auditor will prepare a draft of the financial monitoring/audit report.

Transaction Testing

During this process auditors will review financial transactions and their supporting documents using cross verification and cross check techniques. While verifying the accuracy, validity, relativity and transparency of the financial transactions, special emphasis is given on the implementation level of NGO internal controls and their own policies and procedures. The auditor normally uses random testing to pick the transaction for audit purposes from various head of accounts. However in case of special assignment or investigative audit 100% testing can be performed to get desired results.

Advice & Informal Communications

As the fieldwork progresses, the auditor discusses any significant findings with the NGOs to get their feedback and to provide them an opportunity to clarify their position on this. Hopefully, the NGO can offer insights and work with the auditor to determine the best method of resolving the finding. These communications are usually on personal contact bases. This process helps the NGO staff in knowing the real issues, root causes and its effects on the overall financial management of the NGO.

Financial monitoring/ Audit Summary

Upon completion of the fieldwork, the auditor summarizes the audit findings, conclusions, and recommendations necessary for the audit report discussion draft.

Financial Monitoring/Audit Report

Our principal product is the financial monitoring/report in which we express our opinions, present the audit findings, and discuss recommendations for the improvements. To facilitate communication and ensure that the recommendations presented in the final report are practical, the auditor discusses the rough draft with the client prior to issuing the final report.

Discussion Draft

At the conclusion of fieldwork, the auditor drafts the report. CGC's audit team thoroughly reviews the audit working papers and the discussion draft before it is presented to the NGO for their comment. This discussion draft is submitted to the NGO for review before the exit conference. This draft contains a response section for NGO to highlight how findings would be resolved and include an implementation timetable.

Exit Meeting

The exit meeting normally is planned with the NGO management and any other staff that they wish to include in the meeting to discuss the findings, recommendations, and text of the discussion draft. At this meeting, the client comments on the draft to reach an agreement on the audit findings.

Formal Draft

The auditor then prepares a formal draft, taking into account any revisions resulting from the exit conference and other discussions. This Formal draft is then submitted to the donor organization for their information, comments and feedback. Any feedback received electronically or through a formal meeting with the donor is finally included in the report.

Final Report

Once report is discussed with all concerned parties, CGC issues the final report to the donor for further sharing with the NGO. This report is primarily for donor's internal use and could be shared with the respective NGO at desecration of the donor organization.

Follow-up Review

In case of regular audit assignment with the respective partner the auditor will ensure in the subsequent audit visit that the previously reported areas of improvements and recommendations are being implemented by the partner and management has taken adequate measures for proper implementation of the audit recommendations.

INTERNAL AUDIT SERVICES

In the recent years with the expanded demand and need for NGO work in Pakistan and especially in result of the Earthquake and other emergency situations, NGOs operations have suffered enormous strain due to volume of work. Since NGOs are working in far-flung areas where there are no banks, most of the financial transactions are on cash bases.

Keeping in view the nature of risk involved in such circumstances, most NGOs wishes to secure external services to perform Internal Audit function for their offices/projects. The main purpose of these Internal Auditors is to conduct review of financial transactions on regular basis to inform NGOs management about the effectiveness of their internal control systems in relation to the nature of risk involved in such an Emergency situation. Therefore NGOs wishes to appoint a consultancy firm to perform a regular Internal Audit function that provides a continuous transaction monitoring system that helps in assessing the effectiveness of system-based controls and complement existing system-generated reports. Continuous transaction monitoring can also help NGOs to identify transaction errors. Transaction monitoring allows NGOs to understand holes in its system and eliminate costly errors.

Internal Audit Objective

The objective of this Internal Audit is to report deficiencies in internal controls that we consider to be “reportable conditions”. The main objectives of this Internal Audit are to ensure that:

- The NGOs budgets are being properly utilized as donor’s/NGOs allowed areas of expense.
- The risk management processes defined by the NGOs policy and procedures are in place and operating as intended.
- The processes have been designed well enough to enable managers to manage the risks that they are responsible for in an effective way.
- Deficiencies in the design or operation of internal control that could result in violations of laws, regulations, provisions of contracts or grant financial statements or the Internal Audit objectives.

Highlight areas of special attention and any risk that NGOS face in the existing circumstances and to avoid material external audit findings.

Internal Audit Methodology

Although every audit is unique, the audit process is similar for most engagements and normally consists of following stages. The Donor’s/NGO involvement is critical at each stage of the audit process.

Internal Audit Program

Preparation of the Internal Audit program concludes the preliminary review phase. This program outlines the fieldwork necessary to achieve the Internal Audit objectives. At this stage the concerned NGO/staff will be informed of the Internal Audit program by the donor organization to facilitate the Internal Audit process.

Fieldwork

The fieldwork concentrates on transaction testing and verification of documentation attached with financial transactions. It is during this phase that the Internal Auditor determines whether polices and procedures and internal controls of the organizations are adequate and being followed properly and in the manner described by the NGO. The fieldwork stage concludes with a list of significant findings from which the Internal Auditor will prepare a draft of the financial monitoring/Internal Audit report.

Transaction Testing

During this process Internal Auditors review financial transactions and their supporting documents. While verifying the accuracy, validness, relativity and transparency of the financial transactions, special emphasis is given on the implementation level of NGO internal controls and their own policies and procedures. The Internal Auditor normally uses random testing to pick the transaction for Internal Audit purposes from various head of accounts. However in case of special assignment or investigative Internal Audit 100% testing can be performed to get desired results.

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Internal Audit Report

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MONITORING, EVALUATION AND REPORTING SYSTEMS (M&E&R)

The purpose of having proper monitoring and evaluation systems in place is to equip the project/program team with the tools to regularly undertake the process monitoring function. Properly designed M&E systems assist the program/project team to have timely information on the prescribed reporting formats developed as per the project /program requirement. The properly developed M&E tools and formats help the project staff and management in properly monitoring the project performance by tracking set indicators on a monthly basis. This is accomplished through using routine activity reporting information.

In this context the key area is to improve the monitoring of services in relation with the vulnerable groups/communities in order to track progress by producing regular, timely and quality data. The data collected during field staff visits should be properly analyzed, reviewed and made available in order to improve accountability for expenditure and staff performance.

In order to have proper and adequate M & E Systems following steps need to be followed by any organization. CGC is offering there expertise in this area to help the organizations in attaining the high level of monitoring & Evaluation standards.

Defining Key Indicators for Process and Impact monitoring

Defining proper process and progress indicators are vital to measure success of any project/program. We offer our special services for developing right indicators that are measurable and for which we have gathered appropriate baseline to track impact of the project/program interventions.

Defining Monitoring, Evaluations Systems

The next and most critical step after defining the right indicators is to develop effective monitoring and evaluation systems those are suitable to collect accurate data against set indicators at regular intervals. In order to achieve this we develop simple monitoring checklists and tools to be used during regular monitoring of the project/program staff. This helps standardizing the data collection at the field level and will ultimately make compilation of information standardized and efficient.

Internal and External Reporting

Reporting is an opportunity for the organizations to present all the good work that organization is doing. The target audience for this reporting is normally distant people who establish/form their opinion by reading and analyzing the reports they receive time to time. Therefore it is really important have excellent reporting mechanisms in place that provide all required information regarding the process, progress and impact of a any particular program/project.CGC is providing their services to several organizations in helping them develop synchronized reporting formats that provide all necessary information to the management and is able to provide and generate reports for their respective donors and projects.

FINANCIAL ACCOUNTING SOFTWARE (NGO FINANCIALS)

CGC along with a renowned software house has developed specific software for sole use in the NGO sector. This software is designed keeping in view the needs, requirements, level and resources of small and medium level NGO. Special emphasis was given while designing this software to keep this user friendly and very easy to learn and use. The software contains all basic requirements that an NGO may need in order to keep proper financial records and is able to produce reports as per donor's requirements.

This Software is designed on principal of donor and project set ups and is capable of handling multiple donors and projects and produce timely reports for the management and donors. NGO Financials maintains complete books and records required for financial accounts of non-profit organizations. This includes the General Ledger, Cash, Bank, Journal etc. In addition, it offers several useful features as mentioned below. This software is capable of keeping the expenses by different categories such as by donor, project, employee, vendor, partner or by sub office, location, or objective etc. therefore NGO Financials System designed to have a combination of chart of account code and sorting codes (S Codes). Along with the chart of account general ledger code all associated levels such as donor, project, employee or any other category are just its sorting codes. Once the main chart of account is designed, you can review each account and add sorting code required for each account or as per the requirement of the donor.

Contents & Features

Some of the main contents and features are as under:

Standard Chart of Accounts

NGO Financials provides a standard chart of accounts for NGOs helping them get going quickly. This chart of accounts includes most required accounts and account heads of NGOs. The user can create any number of groups and sub-groups accounts in addition to the standard chart of accounts as appropriate to the organization needs.

Sorting Codes:

System has a dynamic analysis structure that can be used to trigger transactions for specific analytical dimension. Four user definable sorting codes enable users to analyze each natural account from different angles for example traveling expense might be required to be analyzed by donor, project, employee/Vendor/partner or location etc. where as a Bank or Cash account may not require any analysis at all.

Cash and Bank Book Maintenance:

NGO Financials gives you latest cash and bank balances while making payments to vendors. This enables you to manage and plan your payments accordingly. Daybook listing for cash and bank is available in the system.

Employees, Vendor, partner wise report and data base:

NGO Financials provides you with tools to manage receivables and payable by employees, vendors or partners within one General ledger account. Along with this utility it will also provide you the facility to keep the record of the employees, vendors and the partners for ready information, which is useful to your organization and to your debtors/customers such as contact names, addresses, national tax number, phone number, Email, etc.

Correcting Transactions:

How much careful you are, mistakes can be made when entering transactions into system. NGO FINANCIALS allows you to hold the transactions uptill the final approval, and that hold transaction can be edited before final posting. But once the transaction is posted you can't amend or edit except through the journal voucher.

Security:

NGO Financials offers the tightest and most comprehensive security system. That enables only the assigned user to log in and the Data once posted can't be amend or delete and no one can amend the data from backend also.

System Generated Vouchers and Sequential Numbers

In Order to enhance Financial Internal Control, NGO Financials produces system generated vouchers with auto posting numbered for each voucher type i.e. Receipt Voucher, Payment Voucher and the Journal Voucher which enables the finance department to have a strong filing system according to voucher type.

User Definable Queries/Sorting Codes:

The Query/Sorting report option provides the user an opportunity produce reports base on the predefined sorting codes for any donor/project. System provides tool to end user to generate their own queries/sorting codes.

Financial Data Export to Excel:

NGO Financials have a strong feature to export it's reports into Excel. This gives you the ability to export any type of report from the General Ledger. This creates a quick and simple way to extract General Ledger information for additional reporting purposes, as well as assisting in the reconciliation process.

NGO Financial Reporting Options

NGO Financials provide variety of reports as per the specific need of the NGO like the actual vs. budget comparison for any donor or project at any period of time, three different type of trial balance i.e. project wise, all projects and with opening and closing with current month activity, cash & bank book, General ledger for all activities or specific account code, receipt & payment account and the balance sheet. This tool provides the facility to manage your finances according to your budgets, forecasts, commitments etc.

Budget Management & Monitoring:

You can create budgets for any donor project for any period of time. While setting up the project you have to setup the budgets and this will works to take the actual vs. budget report for better monitoring and quick decision making.

Backup

NGO Financials Accounting insures you from data loss at any time. At the startup screen a simple button take the entire data backup creating one backup file. This small size backup file can be copied in any external drive i.e. flash, CD or share drive to secure the data in case of system crash.

STUDIES, SURVEYS AND EVALUATIONS

CGC has vast experience in conducting baselines for various programs including community based water and sanitation schemes, conducted need assessments, designed program interventions, conducting baseline studies and monitoring and evaluation of livelihood programs/projects and product potential marketing.

Our staff has vast experience in designing, implementing, monitor and evaluate projects of different program sectors. Moreover our concerned staff has participated in number of baseline studies, evaluation and program reviews and has developed several M&E plans for various projects including, Education, Livelihood, Women Empowerment, Agriculture and health.

We are providing the following services in various studies, Baseline and evaluations

Program/Project Impact Studies

We have special program area specific experts to perform impact studies for any project/program. We deploy our staff based on the project/program type and needs to help you assess your program performance in most objective and efficient manner.

Market Study for Microfinance

We have excellent expertise to conduct market study for implementation or expansion of the microfinance program. This study is conducted with a brief review of the organization wish to start or expand their program interventions in the new or existing areas. Then a thorough study with relevant aspect is conducted to provide the organization with the recommendation/suggestions for the future decision.

Market Study

We have experience in conducting market study for monetization under USDA 416/b monetization and Food for Progress, Food for Work and Food for Piece and Education projects.

Study for Seed Fair and Food Stamps Program

We also provide our services for conducting market study for assess possibility of conducting a Seed Fair or Food Stamp Program in any specific area or Village. Our services in this area may include assessment of the required need and resources, market availability, vendors, training of NGO staff, and designing basic structure for the program.

Need Assessment Surveys

CGC has vast experience in conducting needs assessments in the communities to identify issues and needs and critically observes the ground realities that will help in designing right intervention for a perfect project design.

Baseline Surveys

CGC also provide their expertise in designing, conducting, compiling and analyzing baseline information to establish reliable baseline for the proposed project indicators that will help in tracking intending impact of the project.

Salary Survey

We provide services to the organization that wish to conduct a salary survey to know where they stand in terms of staff salaries and remunerations. This exercise is conducted in a highly professional manner satisfying all stakeholders for the proper utilization and secrecy of the data collected.

Program Evaluations

Conducting program evaluations is most important and well-established area of our expertise. We have vast experience in conducting program sector and multi-sector program intervention evaluations. Our services in this area include designing, conducting, compiling and analyzing evaluation results. All this is documented and communicated to the respective organization through a final evaluation report.

PROGRAM/PROJECT DEVELOPMENT

In NGO sector a well designed proposal document is essential to attract and convince funding organizations to consider the proposed project for funding. Moreover, a properly structured proposal serve as a guide to implement the proposed project interventions in the manner as agreed with the funding agency.

Most NGO's have limited capacity to develop proper proposals in various sectors. The organizations that are otherwise doing good job in the field are unable to express their work and intended project ideas in the proposals. Hence there proposals are rejected/not considered by the donor organization for funding.

CGC has vast experience in developing project/program proposals for several key donors such as, USAID, USDA, BPRM, OFDA, EU, ECHO, CIDA, WFP, and Global Fund. We are providing the following services in this area.

Need Assessments

We provide our services for conducting needs assessment for proposed program intervention or for the purpose of developing and designing a project/program for any specific area of intervention (s). Our services include preparing need assessment questionnaire, planning, conducting and preparing assessment report with possible recommendations.

Designing Program/Project Framework

Based on the need assessment and information provided by the partner organization we develop project/program outline/framework. This process help in properly design project interventions that perfectly fit into respective project objectives.

Proposal Development

We have vast experience in developing project/program proposals for several key areas such as agriculture, education, health, disaster preparedness, emergencies, peace and micro finance. Our services in this area include proposal development on the specific donor's format, budgets, LFA or Results Frame Work or any other donor requirement to be part of the proposal.

Defining proper process and progress indicators are vital to measure success of any project/program. We offer our special services for developing right indicators that are measurable and for which we have gathered appropriate baseline to track impact of the project/program interventions.

Effective monitoring and evaluation systems should be set to collect accurate data against set indicators at regular intervals. In order to achieve this we develop simple monitoring checklists and tools to be used during regular monitoring of the project/program staff. This helps standardizing the data collection at the

field level and will ultimately make compilation of information standardized and efficient. Due consideration of all above factors will make the proposal document stronger and competitive.

TRAINING COURSES

We also offer various development sector trainings on different topics for both organizations and for individuals as collective group training. Training is offered in Hyderabad for Sindh region, Quetta for Baluchistan region, Mansehra for NWFP region and Islamabad/Multan for Punjab region.

The design of the course materials is based on our in-depth knowledge of the NGO sector and past experience of the CGC team who has vast working experience of NGO sector work and requirements. CGC believes that the proper training is the most effective way to prepare participants for the challenges they face in their relevant field.

The main focus of our training is to impart knowledge and build capacities of the organization's staff/participants in proper utilization of their newly learned techniques into their day-to-day work. Although we strongly recommend that the trainings should be conducted at organization level as on the job training so that the examples for training and training material could be used from their own work and relevance. However collective group trainings are also very useful for the organizations that cannot afford to organize trainings at their organizational level.

Training Objective

The main objective of these trainings is to strengthen and improve the NGOs capacity in organizational management, financial management and to improve overall program management that leads to impart accountability and transparency their regular work and operations. In general NGO sector has a shortage of skilled personnel as they are working in the remote areas where the professional staff can't be found easily and the high turnover rate in some NGOs. Therefore it is critical to build the capacities of their internal human resources to take up this challenge and to be able to come up to expectations of their communities and donors.

Trainings outcome/ Benefits

Intended aim and purpose of these trainings is to help the individuals and organization in achieving the following benefits:

Trained staff will be able to properly implement the learning of the training into their day-to-day work.

Trainings will help respective organizations to have improved financial, administrative, human resource, program management, organization systems, monitoring & evaluations and reporting.

This will help the organization in tapping resources and attain donor support.

Trained staff will become a resource for the organization to train other staff.

Offered Training

The detail of training packages offered by CGC contains the following trainings:

- Program/Project Management
- Financial Management
- Organizational Management
- Human Resources Management
- Health Trainings

TEAM

Javed Ahmed Malik – Governance and Development Consultant

He is the member of CGC team of consultants, based in Islamabad and work mainly in the area of democratization, legislative strengthening, local governance, public sector institutional reforms and service delivery improvement planning and management. He was trainer for Pakistan National Assembly, Senate and Provincial assemblies on effective law making; consultant for improving working efficiency of Pakistani district bureaucracy was the lead consultant for organizational restructuring exercise of the curriculum wing, ministry of education. Besides having a solid experience of designing competency based performance management system, training needs assessment, training design and delivery, Javed is also a trained quantitative and qualitative researcher and have authored numerous thematic reports including UNDP's Gender Aware Beneficiary Assessment Report for Government of Punjab and a paper written for United Nations Volunteers on volunteer landscape in Pakistan to inform United Nations one program restructuring efforts. He is also have undertaken number project evaluations in the area of Refugee legal and vocational barriers removals , Legal aid for women headed families in urban centers , evaluation of capacity development projects managed by international development agencies in Pakistan and Afghanistan

Arif Khalil – Social, legal, and management Consultant

The Back bone of CGC team he works as prime mover in all programmes and keeps a repository of all issues of the CGC affairs, he motivates, initiates and implements programmes and projects on behalf of CGC, being foreign qualified and have vast experience of social enterprise context from Europe he works to establish the strategy and activity plans for the implementation of various themes in the context of particular assignment.

Noor Aslam Khan – Leadership, education, and capacity building specialist

Had developed the strategy to implement and maintained grass root level low cost education enhancement programme through out the country and has also been able to establish business enterprises to sustain social ventures. Having masters degree in educational leadership he has all supports to deliver and maintain social programmes and strategy.

Abdur Rub Khan – Management, Strategy, and enterprise Finance Consultant

Among the motivators of the CGC team he posses skills in team building motivation, and had learned management and financial issues resolutions in his studies and experience. He has worked for Various NGO's and business houses in his career being person responsible for financing, management, support, and other issues to resolve problems occurring in the development and implementation of various projects and programmes in the field of emergencies, development and provision of livelihood access and support. He has the chance to visit various parts of the world to assess the situation of business and social work maintained around the globe and to improve skills in relations to humanitarian service at the grass roots level, he has been the main motivator in the filed of micro enterprise development with leading global financiers, like World Bank, ADB, and their counterparts in Pakistan like PPAF.

Shamsul Qadir – Management, admin and log expert:

Possessing a great length of experience in administration and management, Mr. Shams is a capable person to establish new frontiers and offices where there is a requirement, his special skill is to control people and inventory in a manner that it only works for the objective of the project or activity, he is proficient in computerized record keeping, imparting skills to handymen, and bringing out best potential of the people in order to improve the quality of objectives achieved. Despite he is also very good in survival and disaster management and rescue plans, being a mountaineer he has knowledge and experience of living in harsh terrains, bad weather, and without adequate facilities. his experience in international trainings and his visits abroad do also make him a high end resource with good exposure, knowledge and skills.

Abu Zafar Sadiq – Skill development and survival specialist:

Administrator, mountaineer, and rescue worker these words do not explain Mr. Zafar clearly, being member of Alpine club since years, has also remained at the executive committee and other responsible post he is fully aware of the skills and expertise required for a person to teach other, how to survive in difficult times and retain capacity to help others too. Having good experience of various ministries and departments of the government in his professional life, he has gained special knowledge of working within and for the objectives of country and overall impact on the society and nation. He possess good interpersonal skills, and capable of making good teams at times of need, and posses capability to workout survival with minimest resource. He is fully capable of utilizing the available resource in the best interest of community, teaching and mentoring people to use these techniques at times of need.

Abdul Rafay Ather – Finance, Accounting, and team work specialist:

A vast background in finance and management makes Abdul Rafay a personality in the areas of business development, financial analysis, and informed decision making, counting on the best available resources and getting value with lowest funding available is the things he has experience in, usage of technology to get results, making alternates and judging what's best in the available funding are the grounds he plays in, instituting reporting systems, making budgets and plans, translating activities in financial terms and working out requirements of funds and resources at particular time of need is being done by him. His experience in travelling and leisure industry also makes him capable of dealing to identify new horizons and converting prospects into possibilities and than possibilities into realities. His business decision making makes him particularly valuable for the controlling aspects of projects and progammes.

Belal Zafar Lodhi – Finance, Market, studies and reporting specialist:

Through person of its field, has worked in various countries and diversified culture, he is very good in analysing real nature of events happening and works with full concentration to reach at the core of every transaction.

Rao Javed Iqbal – Livelihood, capacity and social management specialist:

Mr. Javed is in the core heart of our group, he is livelihood expert by himself, he has vast experience of working with communities in all the required levels and starting from a social organizer required to visit his assigned communities once every week, and establishing of new community organization, he has designed and worked on PRA and other appraisal techniques to get the base line data, he has implemented various programmes to develop the communities and take charge of their destiny, implementing plans at grass roots levels is his speciality, and he has worked for the skill development of community people in improved livelihood, and projects to improve community sustainability at their usual living place.

Mohammad Naeem – Accounting, reporting and documentation expert

Asif Ali Sherazi – Humanitarian, management and proposal specialist

Khurshid Ahmed Saeed – Procurement, market and business specialist

Other associates in various fields of expertise.