



## Furnish the list of Policy/procedure document/manual in the following table

Name of the document/Manual	Purpose	Prepared/Last updated
<b>Financial Management (FM)</b>	The Financial Management manual is one of such conditions that provide the basic framework and guidance to reach the financial goal of making development impact economically and efficiently	<b>2010</b> Last Updated- Financial Management Manual <b>2021</b>
<b>Human Resource (HR)</b>	The purpose of the HRM is to set down the policies, conditions, rights and obligation of SOF employees subject to their performing of the duties and responsibilities in their job description.	<b>2010</b> Last Updated- Human Resource Management Manual <b>2021</b>
<b>Gender policy</b>	The purpose of the policy is to enable SOF to play role in order to ensure and establish gender quality at the all levels of the organization. The policy guided SOF to perform functions including strategic and operational planning, resource mobilization and allocation and implementation for ensuring equality and equity of men and women.	<b>2012</b> Last Updated- Gender Policy <b>2021</b>
<b>Child Protection Policy</b>	The purpose of the policy is to enable SOF to play an active role in order to ensure the practice and establish the child rights at the all levels of the society and also within the organization. The policy guided SOF to perform in well functions including strategic and operational planning, resource mobilization and allocation and implementation for ensuring child friendly and child rights project development and implementation for empowering the children that will lead to nation building initiative in larger range of the process.	2014

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<b>Performance management system</b>	The main objectives of installing performance management system is to improve the overall organization performance of SOF and to deliver its programs and activities with right quality and in time.	2011
<b>Role Description of the staff</b>	The primary purpose of the role is to achieve its organizational goal and objectives, programs of SOF.	2010 (updated 2013)
<b>Accounting software (Tally)</b>	The purpose of the tally software to improve organization's financial management system	2012
<b>Web site development</b>	The purpose of the website development to show what we are doing or what we are offering to the audience, it also helps receiving feedback as well as criticism. To rectify your mistakes and to improve your service quality, a website helps a service.	2013
<b>Strategic Plan</b>	The five years strategic plan needs to manage efficiently and effectively in order to attain target set out by strategic priorities with respective actions. For quality management, the organization has resource implication and other management implication like monitoring, evaluation, documentation reporting, risk with mitigation strategy and roll out o strategic plan.	2018
<b>Safeguarding and Protection Policy</b>	The purpose of this policy is to enable SOF to play a role in order to ensure and establish equity and equality at all levels of the organization.	2019