



ACF-N

Organization PROFILE



OFFICE ADDRESS

- 📍 **Head Office:** No. J25 Kashim Shettima Plaza Opp. Unimaid Gate One Maiduguri Borno State Nigeria.
- 📍 **Yobe Office:** No. Z63 Zainami Plaza, Gujba Road Opp. College of Health Damaturu Yobe State.
- ✉ **Email:** akuraecofoundation@gmail.com 📞 **0706 760 6154** 🌐 **Website:** www.acf-n.org

CONTENTS

1. Introduction
2. Our history
3. Our approach
4. Our team
5. Our achievements
6. Our aims and objectives
7. Environment sustainability
8. Climate change
9. WASH (Water, Sanitation & Hygiene)
10. Gender-based violence
11. Child Protection
12. Drug Abuse
13. Organization Policies
 - Procurement and MEL Policy
 - Environmental Policy
 - Advocacy Policy
 - Gender-Based Violence
 - Emergency Policy
 - Preventing Sexual Exploitation Policy
 - Data Protection and Privacy Policy
 - Partnership and Collaboration Policy
14. Comprehensive Organogram
15. CAC with its relevance documents of the organization



INTRODUCTION

ACF-N is a non-governmental organization dedicated to promoting environmental sustainability, mitigating climate change, WASH, Child Protection, Psychosocial Support, GBV, Nutrition and fostering development in communities. Our mission is to create a better future for all by protecting the environment, promoting renewable energy, reducing waste, and advocating for human rights, particularly for vulnerable groups such as women and children.



Our History



ACF-N was founded by Dr. Umara Zulum a Lecturer (Geoinformatics), Department of Geography University of Maiduguri, a Consultant at AGIS Nigerian Ltd, School Liberal Arts (SLA), Noida International University Greater Noida, GB Nagar, Uttar Pradesh, India and a group of passionate individuals

who recognized the need for collective action to address the pressing environmental and social challenges facing our planet. With years of experience in environmental conservation, sustainable development, and human rights advocacy, our team has grown into a reputable organization with a strong presence in the community.

Our Approach

At **ACF-N** we take a holistic approach to development, recognizing that environmental sustainability, human rights, and social justice are interconnected. Our approach includes:

1. **Community Engagement:** We work closely with communities to understand their needs and develop programs that are tailored to their specific contexts.
2. **Partnerships:** We partner with other organizations, governments, and stakeholders to leverage resources and expertise.
3. **Capacity Building:** We build the capacity of communities and local organizations to ensure sustainability and impact.



Our Team

ACF-N is led by a team of experienced professionals with expertise in environmental conservation, sustainable development, human rights, and social justice. Our team includes:

1. **Management Team:** Our management team comprises seasoned executives with experience in program development, implementation, and management.
2. **Technical Experts:** Our technical experts have specialized knowledge in areas such as renewable energy, waste management, and child protection.

Our Achievements

ACF-N has achieved significant milestones since its inception, including:

1. **Renewable Energy Projects:** We have implemented several renewable energy projects, including solar and wind power, to reduce dependence on fossil fuels.
2. **Waste Reduction Initiatives:** We have implemented waste reduction and management programs in several communities, reducing waste disposal in landfills and promoting recycling and composting.
3. **Child Protection Services:** We have provided support services, including counseling and protection, to vulnerable children.





OUR AIMS AND OBJECTIVES

Aims:

1. **Promote Sustainable Environment:** Protect and preserve the natural environment for future generations.
2. **Foster Development:** Support sustainable development that meets the needs of present and future generations.
3. **Prevent GBV:** Prevent and respond to gender-based violence, promoting a culture of respect and equality.
4. **Protect Children:** Ensure the safety, well-being, and development of children, particularly those in vulnerable situations.
5. **Address Climate Change:** Mitigate the impacts of climate change and promote climate resilience.
6. **Nutrition:** Facilitate and implement nutrition programs to combat malnutrition among children in conflict affected areas and communities through a sustainable partnership and collaboration with Government, MDAs and Development Partners
7. **Education:** To advance and enhance quality Education delivery in communities through effective assessment and evaluation of the quality of learning in schools and work with Government, MDAs and Partners to fill all identified gaps.

Objectives:

Environmental Sustainability:

1. Reduce greenhouse gas emissions and promote renewable energy sources.
2. Implement sustainable waste management practices, including recycling and composting.
3. Conserve and protect natural habitats, including forests, wetlands, and wildlife reserves.

Development:

1. Support sustainable livelihoods, including agriculture, entrepreneurship, and vocational training.
2. Promote access to education, healthcare, and other essential services.
3. Foster community development and social cohesion.

GBV Prevention and Response:

1. Raise awareness about GBV and promote a culture of respect and equality.
2. Provide support services, including counseling and shelter, to survivors of GBV.
3. Advocate for policies and laws that protect women's rights and promote gender equality.

Child Protection:

1. Provide support services, including counseling and protection, to vulnerable children.
2. Advocate for policies and laws that protect children's rights and promote their well-being.
3. Raise awareness about child protection issues and promote community-based solutions.

Climate Change:

1. To optimize the utilization of local structures, experts and resources for climate change and sustainable development in Nigeria through cross-fertilization of experiences.
2. To collaborate with experts in the area of research and documentation in the field of climate change and sustainable development as it affects and relates to communities in Nigeria.
3. To empower and strengthen, the capacity and capability of members and other similar institutions in Nigeria, by offering technical support in order to enhance the effectiveness of engagement in climate and sustainable development issues.



4. To liaise with similar bodies, local and international, with a view to coordinating efforts in pursuit of similar objectives.
 5. To advocate and campaign for a positive policy and legislative framework that puts into account the effects of climate change and issues related to sustainable development.
 6. To reduce climate change vulnerability of poor communities in Nigeria through awareness and strengthening the capacity of Nigeria's local communities and civil society to implement community-based adaptation and mitigation projects.
 7. To promote environmental sustainability through sustainable management of natural resources and support communities to effectively participate in the same.
 8. Promote climate-resilient agriculture and water management practices.
 9. Support the development and implementation of climate change adaptation and mitigation strategies.
- **Mission**
 - To mitigate climate change and promote environmental sustainability through education, advocacy, and community engagement.

Objectives

Short-term Objectives (1-3 years)

1. Conduct climate change awareness campaigns targeting 10,000 individuals annually.
2. Establish 5 community-based climate change mitigation projects.
3. Provide climate change adaptation training for 500 community leaders.
4. Develop and distribute climate-resilient agricultural practices guidelines.
5. Collaborate with local organizations on climate change initiatives.



Medium-term Objectives (4-7 years)

1. Establish 10 climate-resilient communities with sustainable infrastructure.
2. Support 20 climate change-affected communities with relief efforts.
3. Develop and implement 5 climate change education programs.
4. Facilitate 10 policy dialogues on climate change with stakeholders.
5. Mobilize 1,000 volunteers for climate action.

Long-term Objectives (8+ years)

1. Achieve 50% reduction in greenhouse gas emissions in target communities.
2. Establish a climate change research and development center.
3. Support 50 climate change-affected communities with sustainable livelihoods.
4. Develop a national climate change policy framework.
5. Become a leading climate action NGO in Nigeria and beyond.

Adaptation

1. Enhance climate resilience in 100 communities.
2. Develop climate-resilient agricultural practices.
3. Support climate change-affected communities.

Key Performance Indicators (KPIs)

1. Number of individuals reached through awareness campaigns.
2. Number of community-based projects established.
3. Reduction in greenhouse gas emissions.
4. Increase in climate-resilient communities.
5. Number of policy dialogues facilitated.
6. Environmental conservation (tree planting, waste management).
7. Advocacy and policy influence.
8. Community-based projects (water conservation, sanitation)



Target Groups

1. Rural communities.
2. Urban slums.
3. Vulnerable populations (women, children, elderly).
4. Local businesses.
5. Government agencies.

Nutrition:

1. To combat malnutrition among children in affected communities
2. To help facilitate and implement nutritional programs in affected communities through partnership with Government, MDAs and Partners
3. To ensure effective mapping of beneficiaries through our "Community Mapping Framework"

Education:

1. To enhance the quality of education by supporting Government, MDAs and Partners by providing report of Gaps identified in Learning spaces
2. To provide Government, MDAs and Partners with durable solutions on how to mitigate gap identified in learning spaces
3. To encourage enrollment into formal education in communities through advocacy, campaigns and awareness creation to the general Public

Cross-Cutting Objectives:

1. **Capacity Building:** Build the capacity of communities, organizations, and governments to address sustainable environment, development, GBV, child protection, and climate change.
2. **Partnerships:** Foster partnerships with other organizations, governments, and stakeholders to leverage resources and expertise.
3. **Research and Documentation:** Conduct research and documentation to inform policy and practice in sustainable



environment, development, GBV, child protection, and climate change.

Environmental Sustainability

At ACF-N, we believe that environmental sustainability is crucial for the well-being of our planet and its inhabitants. Our environmental sustainability initiatives include:

1. **Renewable Energy:** We promote the use of renewable energy sources such as solar, wind, and hydro power to reduce dependence on fossil fuels and mitigate climate change.
2. **Waste Reduction:** We implement waste reduction and management programs to minimize waste disposal in landfills and promote recycling and composting.
3. **Conservation:** We work to conserve and protect natural habitats, including forests, wetlands, and wildlife reserves, to preserve biodiversity and ecosystem services.

Climate Change

Climate change is one of the most pressing issues of our time, and ACF-N is committed to mitigating its impacts. Our climate change initiatives include:

1. **Climate Change Adaptation:** We work with communities to develop and implement climate change adaptation strategies, including climate-resilient agriculture, water harvesting, and disaster risk reduction.
2. **Climate Change Mitigation:** We promote low-carbon development pathways, including renewable energy, energy efficiency, and sustainable land use practices and promote environmental sustainability through education, advocacy, and community engagement.

WASH (Water, Sanitation, and Hygiene)

Access to clean water, sanitation, and hygiene is essential for human health and well-being. Our WASH initiatives include:

Water Activities:

- Water Supply Projects: Drilling boreholes, constructing wells, and installing piped water systems.
- Water Quality Testing: Regular testing of water sources to ensure safety and quality.
- Water Treatment and Filtration: Implementing water treatment and filtration systems to remove contaminants.
- Rainwater Harvesting: Promoting rainwater harvesting and storage for non-potable uses.

Sanitation Activities:

- Toilet Construction: Building toilets and latrines in communities, schools, and healthcare facilities.
- Sanitation Marketing: Promoting sanitation products and services, such as toilet construction and maintenance.
- Community-Led Total Sanitation (CLTS): Implementing CLTS approaches to promote community-led sanitation initiatives.
- Waste Management: Implementing waste management systems, including waste collection, disposal, and recycling.

Hygiene Activities:

- Hygiene Promotion: Conducting hygiene promotion activities, such as handwashing campaigns and hygiene education.
- Handwashing Facilities: Constructing handwashing facilities in communities, schools, and healthcare facilities.

- Menstrual Hygiene Management (MHM): Promoting MHM practices, including provision of sanitary products and education.
- Infection Prevention and Control (IPC): Implementing IPC measures in healthcare facilities to prevent the spread of infections.



Other WASH Activities:

- Capacity Building: Building the capacity of local communities, governments, and healthcare providers to manage WASH services.
- Advocacy and Policy Influence: Advocating for WASH policy changes and influencing decision-makers to prioritize WASH investments.
- Research and Development: Conducting research and development activities to improve WASH technologies, services, and practices.
- Emergency WASH Response: Responding to WASH emergencies, such as natural disasters and conflicts, to provide life-saving WASH services.

Gender-Based Violence

ACF-N recognizes that gender-based violence is a significant challenge that affects the well-being and dignity of women and girls. Our initiatives include:

1. **Advocacy:** We advocate for policies and laws that protect women's rights and promote gender equality.
2. **Support Services:** We provide support services, including counseling and shelter, to survivors of gender-based violence.

Child Protection

We believe that every child deserves to grow up in a safe and nurturing environment. Our child protection initiatives include:

1. **Child Rights Advocacy:** We advocate for policies and laws that protect children's rights and promote their well-being.
2. **Child Protection Services:** We provide support services, including counseling and protection, to vulnerable children.



Drug Abuse

1. Awareness Campaigns: Organize awareness campaigns to educate individuals and communities about the risks and consequences of drug abuse.
2. Community-Based Programs: Develop and implement community-based programs that promote healthy lifestyles, provide alternative activities, and support individuals at risk of drug abuse.
3. Life Skills Training: Provide life skills training to individuals, particularly youth, to enhance their resilience, self-esteem, and decision-making skills.
4. Parenting Programs: Offer parenting programs to educate parents on the risks of drug abuse, signs of substance use, and effective parenting strategies.



ORGANIZATION POLICIES





ACF-N

**PROCUREMENT AND
MONITORING & EVALUATION
(M&E) POLICIES**

Organization POLICY

Procurement Policy

1. Purpose and Scope

This Procurement Policy provides guidelines to ensure that procurement at ACF-N is conducted in a transparent, fair, competitive, and cost-effective manner, aligned with the organization's mission and donor requirements.

2. Objectives

- Ensure value for money in procurement.
- Promote transparency and accountability.
- Encourage competitive bidding.
- Minimize conflicts of interest.

3. Roles and Responsibilities

- The Procurement Committee shall oversee all major purchases.
- The Executive Director approves procurement above ₦100,000.
- Program staff initiate requests with adequate specifications.

4. Procurement Planning

- Annual procurement plans must be prepared and aligned with project budgets.
- Emergency procurement must follow justification and special approval procedures.

5. Procurement Methods

- Open Tendering: For purchases above ₦5,00,000.
- Request for Quotations (RFQ): Minimum three quotes for items between ₦100,000-₦1,000,000.
- Direct Purchase: For items below ₦200,000 with valid justification.



6. Vendor Selection

- Vendors must be evaluated based on price, quality, delivery, and reliability.
- A Vendor Database will be maintained and updated yearly.

7. Contract Management

- All procurement above ₦1,00,000 must be documented with a signed contract.
- Delivery notes, invoices, and acceptance reports must be properly filed.

8. Ethical Standards

- Staff involved in procurement must declare any conflict of interest.
- Gifts or favors from vendors are strictly prohibited.

9. Policy Review

This policy shall be reviewed every year (1) years or as needed.

MONITORING AND EVALUATION (M&E) POLICY

1. Purpose and Scope

The M&E Policy outlines ACF-N's approach to tracking progress, evaluating results, and learning from its programs and projects to improve performance and accountability.

2. Objectives

- Ensure evidence-based decision-making.
- Improve project planning, implementation, and impact.
- Foster learning and continuous improvement.
- Meet donor reporting requirements.

3. Roles and Responsibilities

- M&E Officer leads M&E activities and reporting.
- Project teams collect and report data regularly.
- The Executive Director ensures the use of M&E findings for strategic decisions.

4. Monitoring Framework

- Each project shall have an M&E plan with clear indicators, baselines, targets, and data sources.
- Regular monitoring visits and review meetings shall be conducted.

5. Data Collection and Reporting

- Tools for data collection shall be standardized.
- Reports must be submitted monthly, quarterly, and annually.
- Data must be disaggregated by gender, location, and age when applicable.

6. Evaluation

- Internal evaluations for all major projects.
- External evaluations for donor-funded projects above ₦5,000,000.
- Lessons learned must be documented and shared.

7. Learning and Accountability

- Results will be shared with stakeholders.
- Feedback mechanisms will be integrated into projects.
- Adjustments to programs must be based on M&E findings.

8. Policy Review

This policy shall be reviewed every two (2) years or as needed.

FINANCE POLICY

1. Purpose and Scope

This Finance Policy provides a framework for sound financial management at Akura Eco Foundation for Sustainable Environment and Development Network (ACF-N). It ensures accountability, transparency, integrity, and effective use of financial resources to support ACF-N's mission of promoting sustainable environmental and development practices.



2. Objectives- To safeguard the financial assets of the organization.

- To provide clear roles and responsibilities for financial management. - To ensure accurate financial reporting and compliance with relevant laws and donor requirements.
- To promote efficient allocation and use of resources. -
- To support decision-making through reliable financial data.



3. Roles and Responsibilities

3.1. Board of Trustees

- Approves the annual budget and major financial decisions
- Reviews and approves audited financial statements.
- Oversees the Finance Committee.

3.2. Executive Director

- Provides overall oversight of financial activities.
- Ensures implementation of this policy.
- Approves routine financial transactions within delegation limits.

3.3. Finance Officer

- Maintains accounting records and prepares reports.
- Implements internal control systems.
- Manages banking, payroll, and financial documentation.

3.4. Project Coordinators

- Manage project budgets.
- Submit financial requests and reports in line with procedures.

4. Financial Planning and Budgeting- ACF-N will operate on an annual budget, developed and submitted by the Finance Officer and approved by the Board of Trustees.

- Budgets shall align with strategic objectives and donor agreements.
- Budget revisions must be approved if deviations exceed 10% of a budget line.

5. Income Management- All funds received (grants, donations, service income) must be deposited in ACF-N's official bank account.



- All donor conditions must be tracked and adhered to.
- Unrestricted funds will be used at the discretion of the organization to further its mission.

6. Expenditure and Payment Procedures

- All expenditures must be approved in advance through a requisition and authorization process.
- Payments over a specified threshold (e.g. \$1,000 or 1,000,000) require dual authorization (e.g., Executive Director and a Board Member).
- Original supporting documents (invoices, receipts) must accompany all disbursements.
- Payments are preferably made via bank transfer to ensure traceability.

7. Procurement- Procurement must follow principles of value-for

- money, competitiveness, transparency, and fairness.
- At least three quotations must be obtained for purchases above a threshold (e.g., 200,000).
- A Procurement Committee shall oversee major purchases and contracts.

8. Cash Management- A petty cash system will be maintained for small operational expenses.

- The Finance Officer is responsible for petty cash and must provide monthly reconciliation.
- Cash advances must be retired within a specified period, usually not exceeding 14 days.



9. Banking and Bank Reconciliation

- Bank accounts will be operated under the name of ACF-N, with at least two authorized signatories
- Monthly bank reconciliations must be prepared and reviewed by the Executive Director.
- Bank mandates must be updated regularly and documented.

10. Financial Reporting- Monthly, quarterly, and annual financial reports must be prepared.

- The Finance Officer will prepare management accounts for review by leadership and the Board.
- Reports to donors must be timely and comply with donor guidelines.

11. Audits- An independent external auditor shall be appointed annually by the Board.

- Annual financial statements shall be audited and presented to stakeholders.
- Internal control reviews may be conducted periodically.

12. Asset Management

- All organizational assets shall be recorded in an Asset Register. An annual inventory count shall be conducted.
- All assets must be tagged and assigned to staff where applicable.

13. Internal Controls- Segregation of duties must be observed (e.g., payment approval separate from disbursement). All financial transactions must be documented.

- Staff involved in financial management must undergo orientation on this policy.

14. Policy Review

This Finance Policy shall be reviewed every year (1) years or as needed, subject to Board approval.

HEALTH AND SAFETY POLICY



1. Policy Statement

Akura Eco Foundation for Sustainable Environment and Development Network (ACF-N) is committed to ensuring the health, safety, and welfare of all its employees, volunteers, visitors, partners, and the communities we serve. We aim to provide a safe and healthy working environment in compliance with relevant national legislation, international standards, and best practices.

2. Objectives

- To prevent accidents, injuries, and occupational illnesses.
- To promote a culture of health and safety awareness among staff and stakeholders.
- To ensure continuous improvement in our health and safety performance.
- To comply with all applicable health and safety regulations.



3. Responsibilities

- **Management:** Ensure that adequate resources, training, and systems are in place to implement this policy effectively.
- **Staff and Volunteers:** Follow all health and safety procedures, report hazards, and actively participate in training and awareness activities.
- **Health and Safety Officer (if appointed):** Oversee the implementation of safety practices and conduct regular assessments.
- **Visitors and Contractors:** Comply with safety instructions and procedures while on ACF-N premises or during field activities.

4. Risk and Assessment Control

ACF-N will regularly assess health and safety risks associated with its operations and take appropriate measures to eliminate or control those risks. This includes:

- Conducting periodic risk assessments in offices and field locations.
- Ensuring that all equipment and materials are used safely and correctly.
- Providing appropriate personal protective equipment (PPE) where required.

5. Training and Awareness

All staff and volunteers shall receive appropriate health and safety induction and training, including:

- Emergency response procedures.
- Safe use of equipment and tools.
- Field safety for environmental and community work.

6. Emergency Procedures

Clear emergency procedures shall be established and communicated, including:

- Fire safety and evacuation drills.
- First aid provision and access to trained first aiders.
- Contact details of emergency services.

7. Incident Reporting and Investigation

All accidents, injuries, near-misses, and unsafe conditions must be reported immediately. ACF-N shall investigate all incidents to identify causes and prevent recurrence.

8. Health and Wellbeing

The organization will promote the physical and mental wellbeing of its team by:

- Encouraging work-life balance.
- Providing support for stress and burnout.
- Maintaining clean and hygienic workspaces.

9. Review and Monitoring

This policy will be reviewed annually or as needed to reflect changes in operations or legislation. The effectiveness of health and safety measures will be monitored regularly.

10. Communication

This policy will be made available to all employees, volunteers, partners, and relevant stakeholders. Feedback and suggestions for improvement are encouraged and welcomed.

CHILD PROTECTION POLICY



1. Policy Statement

Akura Eco Foundation for Sustainable Environment and Development Network (ACF-N) is committed to ensuring the safety, protection, and well-being of all children who come into contact with the organization. We believe that every child has the right to grow up in a safe and nurturing environment, free from abuse, exploitation, and neglect.

This Child Protection Policy outlines our commitment to safeguarding children and provides a framework for behavior, procedures, and reporting mechanisms that all staff, volunteers, and partners must follow.



2. Scope of the Policy

This policy applies to:

- All ACF-N staff, volunteers, consultants, interns, board members, and temporary workers.
- All third-party partners, donors, contractors, or agencies working with or on behalf of ACF-N.
- All programs and activities organized or supported by ACF-N involving children.

3. Definition of a Child

In line with the United Nations Convention on the Rights of the Child (UNCRC), a child is defined as anyone under the age of 18 years.

4. Guiding Principles

- **Best Interests of the Child:** All decisions and actions affecting children shall prioritize their best interests.
- **Zero Tolerance:** ACF-N adopts a zero-tolerance approach to all forms of child abuse and exploitation.
- **Non-Discrimination:** All children are treated equally regardless of gender, age, race, religion, disability, or socio-economic status.
- **Participation:** Children should be encouraged to express their views and be actively involved in decisions that affect them.

5. Types of Abuse

ACF-N recognizes the following types of abuse:

- **Physical Abuse:** Intentional use of physical force that results in harm.
- **Emotional Abuse:** Actions that harm a child's self-worth or emotional well-being.
- **Sexual Abuse:** Involvement of a child in sexual activity that he/she does not fully comprehend or is unable to give informed consent to.
- **Neglect:** Failure to meet a child's basic physical and emotional needs.

6. Code of Conduct with Children

All representatives of ACF-N must:

- Treat all children with respect and dignity.
- Avoid any behavior that could be perceived as exploitative, abusive, or sexually provocative.
- Avoid being alone with a child in a secluded or private space.
- Use appropriate language and behavior when interacting with children.
- Immediately report any concerns or suspicions of abuse.

7. Recruitment and Screening

To ensure the safety of children, ACF-N will:

- Conduct background checks on all staff and volunteers working with children.
- Include child protection clauses in all contracts and job descriptions.
- Provide child protection training as part of staff onboarding.



8. Training and Awareness

- All staff and partners will receive regular training on child protection.
- ACF-N will promote awareness on child rights and safety among communities and beneficiaries.

9. Reporting and Response Mechanisms

- Any suspicion, allegation, or incident of child abuse must be reported immediately to the designated **Child Protection Focal Person (CPFP)**.
- Reports can be made confidentially and without fear of retaliation.
- ACF-N will ensure timely and appropriate investigation and take disciplinary action when necessary, including reporting to relevant authorities.

10. Confidentiality

All child protection concerns and reports will be handled with strict confidentiality and sensitivity. Information will be shared strictly on a need-to-know basis.

11. Monitoring and Review

- The Child Protection Policy will be reviewed annually or as needed to ensure its relevance and effectiveness.
- ACF-N will monitor implementation across all projects and ensure compliance at all levels.

12. Policy Endorsement

This policy is endorsed by the Executive Director of ACF-N and is mandatory for all members of the organization.



ACF-N ENVIRONMENTAL POLICY





ENVIRONMENTAL RESPONSIBILITY POLICY

1. Introduction

Akura Eco Foundation for Sustainable Environment and Development Network (ACF-N) is committed to promoting sustainability and environmental stewardship in all its operations, projects, and partnerships. This Environmental Responsibility Policy outlines ACF-N's approach to managing its environmental impacts, aligning with its mission to protect, conserve, and restore the natural environment for present and future generations.

2. Purpose

The purpose of this policy is to:

- Ensure ACF-N integrates environmental considerations into decision-making processes.
- Promote the sustainable use of resources.
- Minimize environmental impacts from ACF-N's activities.
- Raise awareness and educate stakeholders on environmental responsibility.

3. Scope

This policy applies to all staff, volunteers, consultants, contractors, and partners associated with ACF-N in all operational areas.



4. Guiding Principles

ACF-N commits to the following environmental principles:

- **Sustainability:** Prioritizing sustainable development practices in all activities.
- **Precautionary Approach:** Avoiding practices that could cause irreversible environmental harm.
- **Pollution Prevention:** Reducing waste, emissions, and the use of harmful substances.
- **Conservation:** Supporting biodiversity, ecosystem preservation, and natural resource conservation.

5. Environmental Commitments

To fulfill its environmental responsibilities, ACF-N will:

- Conduct environmental assessments for projects where relevant.
- Promote energy efficiency, water conservation, and the use of renewable energy.
- Encourage waste reduction through reuse, recycling, and responsible disposal practices.
- Support tree planting, habitat restoration, and conservation projects.
- Use environmentally friendly products and services wherever possible.
- Reduce carbon footprint through responsible travel policies and remote collaboration tools.

6. Capacity Building and Awareness

ACF-N will:

- Provide environmental training and awareness programs for staff and stakeholders.



- Organize community outreach and education on environmental issues.
- Collaborate with schools, CSOs, and government agencies to promote environmental responsibility.

7. Partnerships and Advocacy

ACF-N will:

- Partner with organizations that align with its environmental goals.
- Advocate for stronger environmental protection laws and policies.
- Support research and innovation in environmental sustainability.

8. Compliance and Monitoring

- Ensure compliance with relevant environmental laws, regulations, and international standards.
- Monitor and evaluate environmental performance and review this policy regularly.
- Report environmental incidents and respond with corrective actions.

9. Continuous Improvement

ACF-N is committed to continuous improvement in environmental performance through innovation, feedback, and learning from best practices.

10. Policy Review

This policy shall be reviewed every **two years** or as necessary to reflect changes in environmental regulations or the operational context of ACF-N.



ACF-N

ADVOCACY POLICY

Organization POLICY



ADVOCACY AND LOBBYING POLICY

1. Introduction

Akura Eco Foundation for Sustainable Environment and Development Network (ACF-N) is committed to promoting sustainable environmental practices and development through constructive engagement with stakeholders, including government bodies, communities, partners, and other institutions. This policy outlines the principles and procedures that guide ACF-N's advocacy and lobbying activities in alignment with its vision, mission, and values.

2. Purpose

The purpose of this policy is to ensure that ACF-N's advocacy and lobbying efforts are transparent, ethical, strategic, and effective in influencing public policies and development outcomes that advance environmental sustainability and community development.

3. Scope

This policy applies to all ACF-N staff, volunteers, board members, consultants, and partners involved in advocacy and lobbying activities on behalf of the Foundation.

4. Definitions

- **Advocacy** refers to activities that aim to influence policies, practices, and attitudes through awareness-raising, communication, and mobilization.
- **Lobbying** refers to direct interaction with public officials and decision-makers to influence legislation, regulations, or public policy in favor of ACF-N's objectives.



5. Guiding Principles

ACF-N's advocacy and lobbying activities will be guided by the following principles:

- **Transparency and Accountability:** All activities will be conducted openly and in compliance with legal and regulatory frameworks.
- **Integrity and Ethics:** No form of bribery, misrepresentation, or manipulation shall be used in advocacy or lobbying.
- **Evidence-based Approach:** Advocacy messages and lobbying actions will be based on accurate data, credible research, and documented field experiences.
- **Non-partisanship:** ACF-N shall remain politically neutral and will not align with any political party or ideology.
- **Participation and Inclusion:** ACF-N shall promote the voices of marginalized communities in advocacy initiatives.

6. Objectives of Advocacy and Lobbying

- Promote environmentally sustainable policies at local, state, and national levels.
- Raise public awareness on environmental protection and sustainable development.
- Influence the development, implementation, and enforcement of laws and regulations that align with ACF-N's goals.
- Build strategic alliances with stakeholders and coalitions to amplify impact.
- Empower communities to claim their environmental and developmental rights.



7. Roles and Responsibilities

- **Executive Director:** Provides overall oversight and approval of advocacy strategies and positions.
- **Advocacy Team/Program Officers:** Develop and implement advocacy plans, liaise with stakeholders, and monitor policy developments.
- **Board of Trustees:** Reviews and approves key policy positions and high-level engagements.
- **Staff and Volunteers:** Participate in advocacy actions as directed and represent the organization appropriately.

8. Procedures and Processes

- All lobbying engagements must be pre-approved by the Executive Director.
- Advocacy campaigns must be based on clearly defined objectives, target audiences, and expected outcomes.
- Any public statement or media communication representing ACF-N's position must be vetted and approved.
- Partners and allies must be briefed on ACF-N's core messages to ensure consistency.
- Documentation of all engagements, meetings, and communications with policymakers must be maintained for accountability.

9. Compliance and Legal Framework

ACF-N shall comply with all applicable laws governing advocacy and lobbying in Nigeria and in any other jurisdiction where the organization operates. The organization shall also abide by donor-specific rules regarding advocacy funding.



10. Monitoring and Evaluation

The effectiveness of advocacy and lobbying efforts shall be periodically assessed using indicators such as policy changes, media coverage, stakeholder feedback, and community engagement. Lessons learned will inform future advocacy strategies.

11. Risk Management

ACF-N recognizes that advocacy and lobbying may involve reputational or political risks. The organization shall conduct a risk assessment before any high-level engagement and establish mitigation strategies accordingly.

12. Review and Revision

This policy shall be reviewed every two years or as needed to reflect changes in the legal, political, or organizational context.



ACF-N

Organization POLICY



Gender Policy

GENDER INCLUSION POLICY

1. Policy Statement



The Akura Eco Foundation for Sustainable Environment and Development Network (ACF-N) is committed to promoting gender equality and inclusion at all levels of its operations. We believe that gender equity is fundamental to achieving sustainable environmental and developmental outcomes. This policy ensures that all individuals, regardless of their gender identity, have equal access to opportunities, participation, and benefits within our programs, projects, and organizational structures.

2. Purpose

The purpose of this policy is to guide ACF-N in integrating gender-sensitive approaches into its planning, implementation, and evaluation processes. It aims to:

- Promote equal representation and participation of all genders.
- Eliminate discrimination based on gender identity or expression.
- Ensure a safe and respectful working environment for everyone.

3. Scope

This policy applies to all ACF-N employees, volunteers, partners, stakeholders, beneficiaries, and any individuals or groups engaging with or representing ACF-N.

4. Guiding Principles

- **Equity and Fairness:** Recognize the different needs, challenges, and opportunities that individuals of different genders face and respond accordingly.
- **Non-Discrimination:** Promote an environment free from gender-based discrimination, harassment, or violence.
- **Empowerment:** Support initiatives that empower underrepresented or marginalized genders in decision-making and leadership.
- **Accountability:** Ensure all stakeholders are accountable for upholding gender inclusion standards.
- **Intersectionality:** Recognize and address the intersecting factors (such as age, disability, ethnicity, socio-economic status) that may compound gender inequality.

5. Objectives

- Mainstream gender in all programs and project life cycles.
- Build capacity and awareness among staff and stakeholders on gender issues.
- Promote gender-balanced recruitment, leadership, and participation.
- Develop gender-sensitive indicators for monitoring and evaluation.
- Ensure gender-responsive budgeting and resource allocation.

6. Implementation Strategies

- Conduct regular gender audits and impact assessments.
- Integrate gender analysis into project design and reporting.
- Ensure balanced representation in training, workshops, and decision-making bodies.
- Offer training and sensitization sessions for staff and partners on gender equity and unconscious bias.
- Create mechanisms for reporting and addressing gender-based grievances confidentially and fairly.

7. Roles and Responsibilities

- **Management:** Provide leadership in implementing the policy, allocate resources, and monitor progress.
- **Human Resources:** Ensure gender-sensitive hiring practices and a safe, inclusive workplace.
- **Program Staff:** Integrate gender considerations in planning, implementation, and evaluation.
- **Partners and Stakeholders:** Align with ACF-N's gender inclusion principles in joint efforts.
- **Monitoring and Evaluation Team:** Track and report gender-related performance indicators.

8. Monitoring and Evaluation

ACF-N will develop gender-sensitive monitoring and evaluation tools to assess the effectiveness of this policy. Progress will be documented through periodic reviews, and findings will be used to improve implementation.



9. Review and Update

This policy will be reviewed every two years or as needed to reflect changes in organizational priorities, legal frameworks, and emerging best practices.

10. Conclusion

Gender inclusion is not only a matter of human rights but a driver of effective development and environmental sustainability. ACF-N remains dedicated to creating an inclusive, equitable, and empowering environment for all.

Organization POLICY



ACF-N

EMERGENCY POLICY





CRISIS MANAGEMENT AND EMERGENCY RESPONSE POLICY TAILORED FOR AKURA ECO FOUNDATION FOR SUSTAINABLE ENVIRONMENT AND DEVELOPMENT NETWORK (ACF-N).

1. Policy Statement

Akura Eco Foundation for Sustainable Environment and Development Network (ACF-N) is committed to ensuring the safety, security, and well-being of its staff, volunteers, partners, beneficiaries, and other stakeholders during times of crisis or emergency. This policy establishes a structured approach to crisis preparedness, management, communication, and recovery, ensuring organizational resilience and continuity of operations.

2. Purpose

The purpose of this policy is to:

- Establish a coordinated and timely response to crises and emergencies.
- Protect human lives, assets, the environment, and ACF-N's reputation.
- Ensure continuity of essential operations and minimize disruption.
- Facilitate recovery and return to normal operations as quickly as possible.

3. Scope

This policy applies to all ACF-N offices, staff, volunteers, consultants, partners, and any activities carried out under the organization's name or on its behalf. It covers natural disasters, health pandemics, civil unrest, technological failures, fire, violence, environmental hazards, and reputational crises.

4. Definitions

- **Crisis:** An unpredictable event that threatens to harm the organization, its stakeholders, or its operations.
- **Emergency:** A sudden, urgent, usually unexpected event requiring immediate action.
- **Crisis Management Team (CMT):** A designated group responsible for managing and coordinating responses to crises.



5. Crisis Management Team (CMT)

The Executive Director shall appoint a **Crisis Management Team (CMT)** consisting of:

- Executive Director (Team Lead)
- Program Manager
- Communications Officer
- Safety and Security Officer
- Finance/Admin Officer

The CMT shall meet regularly to assess risks, review emergency plans, and respond swiftly during crises.

6. Responsibilities

6.1 Executive Director

- Authorize activation of the crisis plan.
- Ensure clear lines of authority and decision-making.
- Liaise with external agencies and authorities.

6.2 Communications Officer

- Disseminate accurate and timely information to stakeholders.
- Manage public relations and media communication.
- Maintain contact lists for rapid dissemination of emergency alerts.

6.3 Safety and Security Officer

- Assess risks and ensure safety procedures are up to date.
- Provide staff with emergency preparedness training.
- Coordinate evacuation or lockdown procedures.

6.4 Program Manager

- Ensure continuity of critical programs.
- Support affected communities during crises.
- Liaise with field teams and provide logistics support.

6.5 Finance/Admin Officer

- Ensure accessibility of emergency funds.
- Maintain insurance documentation.
- Oversee protection of organizational assets.

7. Preparedness and Prevention

ACF-N will:

- Conduct annual **risk assessments** and identify vulnerabilities.
- Maintain updated **Emergency Preparedness Plans (EPPs)** at all offices.
- Provide **staff training and drills** on emergency procedures.
- Stock **emergency kits** and first-aid supplies at all premises.
- Maintain backup systems for data and power supply.

8. Response Procedures

In the event of a crisis:

1. **Activate CMT and notify all staff.**
2. **Ensure safety** of personnel and beneficiaries as the first priority.
3. **Assess the situation**, confirm facts, and classify the level of crisis.
4. **Communicate** with stakeholders, including beneficiaries, donors, and the media.
5. **Document all actions** taken during the emergency.
6. **Coordinate** with relevant government agencies, security services, and humanitarian partners.

9. Recovery and Continuity

- Evaluate the damage and impact of the crisis.
- Restore core functions and resume normal activities.
- Provide psychological support and counselling services to staff if needed.



- Review the effectiveness of the response and update policies accordingly.
- Prepare a **Post-Crisis Report** and share it with key stakeholders.

10. Communication and Media Management

ACF-N will ensure:

- All external communication during crises is managed solely by the Communications Officer and/or Executive Director.
- Accurate information is disseminated to prevent misinformation and panic.
- All staff refrain from making unauthorized public statements or social media posts.

11. Policy Review

This policy shall be reviewed **every two years** or after a major incident, whichever comes first. All revisions must be approved by the Executive Director and shared across the organization.



PREVENTION SEXUAL EXPLOITATION & ABUSE POLICY



ACF-N

Organization POLICY



PREVENTING SEXUAL EXPLOITATION AND ABUSE (PSEA) POLICY

1. Policy Statement

Akura Eco Foundation for Sustainable Environment and Development Network (ACF-N) is committed to safeguarding all people, especially vulnerable populations, from sexual exploitation and abuse by its staff, volunteers, partners, and any persons associated with its operations. We uphold the highest standards of integrity, dignity, and respect, and we have zero tolerance for any form of sexual exploitation and abuse (SEA).

2. Purpose

The purpose of this policy is to:

- Prevent incidents of sexual exploitation and abuse.
- Provide a clear framework for reporting and responding to SEA concerns.
- Ensure accountability and support for victims/survivors.
- Promote a safe and respectful work and program environment.

3. Scope

This policy applies to:

- All ACF-N employees, volunteers, interns, board members, and consultants.
- Partner organizations, contractors, and anyone representing or working with ACF-N.
- All ACF-N activities and operations, both in Nigeria and internationally.

4. Definitions

- **Sexual Exploitation:** Any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes. This includes profiting monetarily, socially, or politically from the sexual exploitation of another.
- **Sexual Abuse:** Actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.
- **Survivor/Victim:** The person who is, or has been, sexually exploited or abused.



5. Core Principles

ACF-N adopts the six core principles of PSEA endorsed by the UN and IASC:

1. Sexual exploitation and abuse by ACF-N staff constitute acts of gross misconduct and are grounds for termination.
2. Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or consent. Mistaken belief regarding the age of a child is not a defense.



3. Exchange of money, employment, goods, or services for sex is prohibited.
4. Sexual relationships between ACF-N personnel and beneficiaries are strongly discouraged and may be considered exploitative.
5. Staff must report any concerns regarding SEA by a fellow worker to the appropriate channels.
6. ACF-N is obliged to create and maintain an environment that prevents SEA and promotes the implementation of this policy.

6. Roles and Responsibilities

- **Management and Board:** Ensure awareness, implementation, and enforcement of this policy; ensure safe reporting mechanisms.
- **All Staff and Representatives:** Must adhere to the PSEA policy, report concerns, and attend mandatory PSEA training.
- **PSEA Focal Point:** Coordinate prevention activities, receive complaints, and follow up on SEA cases confidentially and sensitively.

7. Prevention Measures

- Conduct background checks on all personnel during recruitment.
- Integrate PSEA clauses into contracts with staff, consultants, and partners.
- Provide regular PSEA training for all personnel.
- Raise awareness among communities and beneficiaries about their rights and how to report SEA.

8. Reporting and Response



- **Reporting Channels:** All staff and beneficiaries can report SEA concerns confidentially via email, hotline, or designated focal persons. No retaliation will be tolerated against whistleblowers.
- **Confidentiality:** All reports will be handled sensitively and confidentially to protect the privacy and safety of all involved.
- **Investigation:** ACF-N will investigate all credible allegations promptly and fairly. Perpetrators will face disciplinary actions, including dismissal and referral to law enforcement where appropriate.
- **Support for Survivors:** Survivors will be provided with psychosocial support, legal assistance, and medical care as needed.

9. Partnership and Coordination

ACF-N will work with other NGOs, UN agencies, and government bodies to:

- Align PSEA standards.
- Share best practices.
- Report SEA cases that may impact wider community safety.

10. Monitoring and Review

This policy will be reviewed every two years or as needed to reflect evolving best practices and legal requirements. Monitoring and evaluation tools will be used to assess implementation and effectiveness.

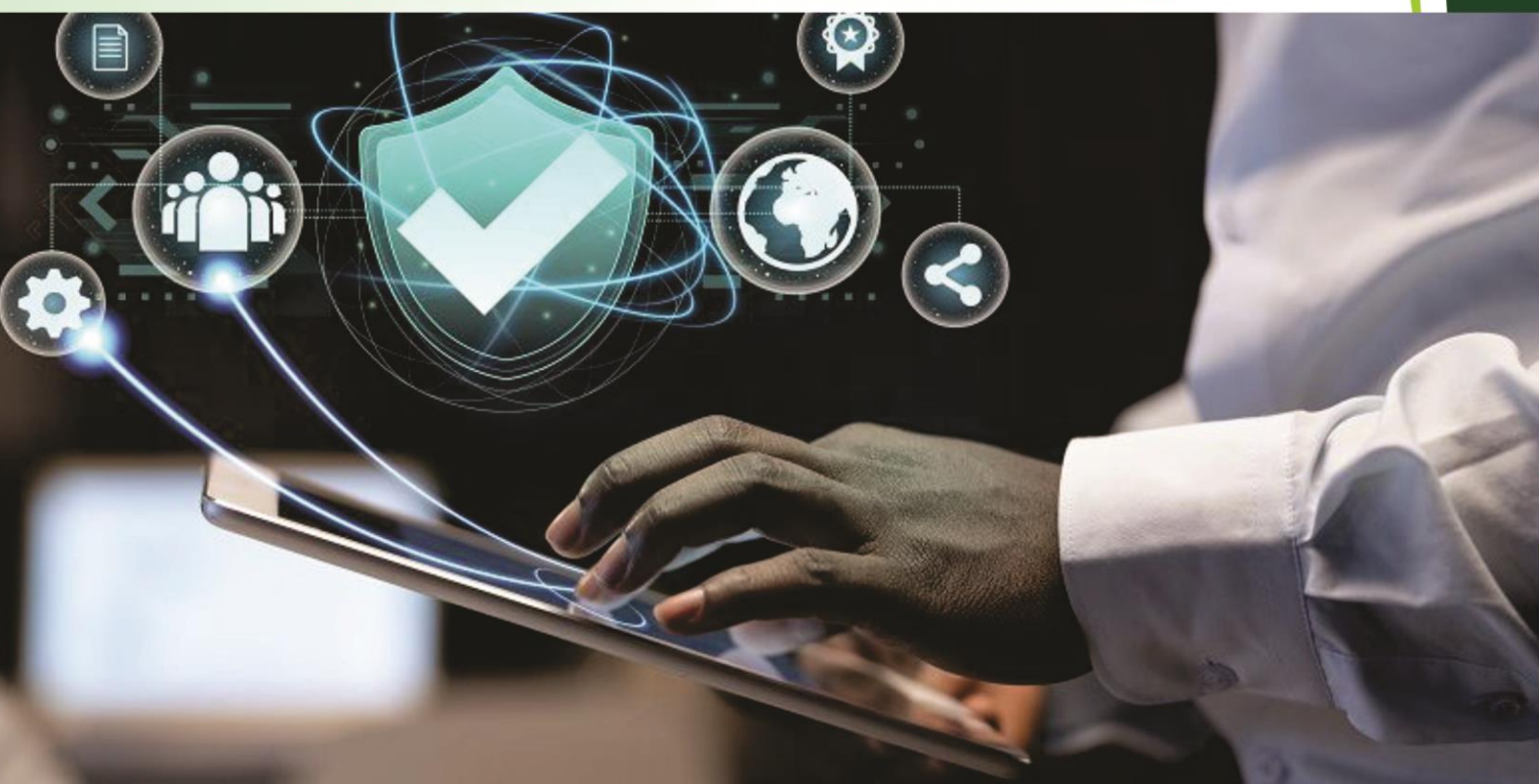
11. Sanctions

Any violation of this policy will result in disciplinary measures, up to and including termination of employment or contract. Where laws are broken, ACF-N will cooperate with the relevant authorities.



ACF-N

DATA PROTECTION & PRIVACY POLICY



DATA PROTECTION AND PRIVACY POLICY

AKURA ECO FOUNDATION FOR SUSTAINABLE

1. Introduction



Akura Eco Foundation for Sustainable Environment and Development Network (ACF-N) is committed to protecting the personal data of all individuals and stakeholders with whom we interact. This Data Protection and Privacy Policy outlines how we collect, use, store, disclose, and safeguard personal information in

compliance with applicable data protection laws and principles.

2. Purpose

The purpose of this policy is to:

- Ensure that ACF-N manages personal data responsibly and in accordance with applicable laws.
- Promote transparency in how personal data is collected, processed, and stored.
- Protect individuals' rights to privacy and data protection.

3. Scope

This policy applies to:

- All ACF-N employees, volunteers, contractors, partners, and stakeholders.
- All personal data collected or processed by ACF-N through its operations, programs, websites, and digital platforms.

4. Definitions

- Personal Data: Any information relating to an identified or identifiable individual.
- Data Subject: The person to whom personal data relates.
- Processing: Any operation performed on personal data, including collection, use, storage, and deletion.
- Data Controller: ACF-N, which determines the purposes and means of processing personal data.
- Third Parties: External entities or individuals who receive personal data from ACF-N.

5. Legal Basis for Data Collection

ACF-N collects and processes personal data based on one or more of the following legal bases:

- Consent from the data subject.
- Performance of a contract or agreement.
- Compliance with legal obligations.
- Protection of vital interests.
- Legitimate interests pursued by ACF-N.

6. Data Collection and Use

We may collect personal data such as:

- Full name, contact information, identification documents.
- Demographic details, gender, age, and employment information.
- Opinions, feedback, photographs, or videos during project activities or events.

ACF-N collects data for the following purposes:

- Program implementation and beneficiary support.
- Internal administration and reporting.
- Monitoring, evaluation, and impact assessment.
- Communication, fundraising, and awareness campaigns.
- Legal and regulatory compliance.

7. Data Retention

Personal data is retained only as long as necessary for the purposes outlined in this policy or as required by law. Once data is no longer needed, it will be securely deleted or anonymized.

8. Data Security

ACF-N takes appropriate technical and organizational measures to safeguard personal data, including:

- Password-protected systems and encrypted storage.
- Limited access based on roles and responsibilities.
- Regular data backups and updates.
- Staff training on data protection responsibilities.

9. Data Sharing and Disclosure

Personal data may be shared with:

- Authorized staff, project partners, or donors with a legitimate need to know.
- Government agencies, if legally required.
- Third-party service providers under strict data protection agreements.

ACF-N does not sell or rent personal data to any third party.

10. Rights of Data Subjects

Data subjects have the following rights:

- Right to access personal data held by ACF-N.
- Right to correct or update inaccurate information.
- Right to withdraw consent at any time.
- Right to request deletion of their personal data (subject to legal obligations).
- Right to object to or restrict data processing.



Requests may be submitted by contacting:

[Insert ACF-N Data Protection Officer Email or Phone]

11. Cookies and Digital Platforms

When using ACF-N websites or platforms, cookies may be used to enhance user experience. Users can manage their preferences through browser settings.

12. Breach Notification

In the event of a data breach, ACF-N will notify affected individuals and relevant authorities in accordance with applicable laws.

13. Policy Review and Updates

This policy shall be reviewed periodically and updated as necessary to reflect changes in legal, technological, or organizational circumstances.

14. Contact Information

For questions, concerns, or to exercise your data protection rights, please contact:



ACF-N

Organization POLICY

GOVERNANCE ETHICS AND STANDARD OF OPERATION (GESO) POLICY





GOVERNANCE, ETHICS, AND STANDARDS OF OPERATION (GESO) POLICY

1. Purpose

This Governance, Ethics, and Standards of Operation (GESO) Policy outlines the principles and structures that govern the operations of Akura Eco Foundation for Sustainable Environment and Development Network (ACF-N). It ensures accountability, transparency, integrity, and professionalism in all aspects of the organization's work.

2. Scope

This policy applies to all board members, management, staff, volunteers, consultants, and partners of ACF-N across all programs, projects, and operational areas.

3. Governance Structure

ACF-N is governed by a Board of Trustees which provides strategic oversight, ensures mission alignment, and promotes good governance practices. The Executive Management Team implements board decisions and oversees daily operations.

3.1 Board Responsibilities:

- Set organizational vision and strategy.
- Approve annual budgets and major expenditures.
- Monitor organizational performance and impact.
- Ensure compliance with laws, regulations, and internal policies.
- Promote transparency and stakeholder engagement.



3.2 Executive Management:

- Led by the Executive Director.
- Responsible for daily administration, staff supervision, and project implementation.
- Reports regularly to the Board.

4. Ethical Principles

All personnel and representatives of ACF-N shall uphold the following ethical values:

4.1 Integrity

- Act with honesty and consistency in all dealings.
- Avoid conflicts of interest and disclose any potential ethical concerns.

4.2 Transparency

- Conduct operations in an open and accountable manner.
- Share information responsibly with stakeholders and the public.

4.3 Respect

- Treat all individuals with dignity, fairness, and compassion.
- Embrace diversity and inclusion in all programs and activities.

4.4 Responsibility

- Take full responsibility for actions, decisions, and their consequences.
- Promote environmental stewardship and sustainable development.

5. Standards of Operation

ACF-N maintains high standards of professionalism and efficiency in its operations.



5.1 Program Implementation

- Follow evidence-based, participatory approaches in project design and delivery.
- Monitor and evaluate all programs to ensure relevance and impact.

5.2 Financial Management

- Maintain accurate and transparent financial records.
- Conduct regular audits and adhere to donor requirements.

5.3 Human Resources

- Promote fair recruitment, performance management, and continuous development.
- Uphold a safe, inclusive, and harassment-free workplace.

5.4 Procurement and Asset Use

- Procure goods and services through open and competitive processes.
- Ensure responsible use and protection of organizational assets.

5.5 Risk Management

- Identify and manage strategic, operational, financial, and reputational risks.
- Establish contingency plans and response mechanisms.

6. Compliance and Accountability

- All staff and partners must read, understand, and comply with this policy.
- Violations will be investigated and may lead to disciplinary action or termination.
- Whistleblowers are protected under the organization's Whistleblower Policy.

7. Monitoring and Review

- The GESO policy shall be reviewed every three years or as needed.
- Updates will be communicated to all stakeholders and published accordingly.



Organization POLICY

PARTNERSHIP & COLLABORATION POLICY



ACF-N



PARTNERSHIP AND COLLABORATION POLICY

1. Purpose

The purpose of this Partnership and Collaboration Policy is to establish clear guidelines and principles for forming, maintaining, and evaluating partnerships and collaborations that support the mission and strategic objectives of Akura Eco Foundation for Sustainable Environment and Development Network (ACF-N). This policy aims to ensure that all partnerships contribute to environmental sustainability, social development, and the empowerment of communities in line with ACF-N's core values.

2. Scope

This policy applies to all forms of collaboration between ACF-N and external entities, including but not limited to:

- Non-Governmental Organizations (NGOs)
- Community-Based Organizations (CBOs)
- Academic institutions
- Government agencies
- Private sector entities
- International development organizations
- Individuals and consultants

3. Principles of Partnership

All partnerships entered into by ACF-N shall be guided by the following principles:

- Mutual Respect
- Shared Vision



- Equity and Transparency
- Accountability
- Sustainability
- Compliance

4. Types of Partnerships

ACF-N engages in different types of partnerships, including but not limited to:

- Strategic Partnerships
- Project-Based Partnerships
- Technical Partnerships
- Funding Partnerships

5. Partnership Selection Criteria

When selecting partners, ACF-N will assess the following:

- Alignment with ACF-N's mission and values
- Capacity and track record of the prospective partner
- Legal and ethical standing
- Potential for long-term collaboration
- Contribution to innovation, impact, or reach
- Risks and mitigation strategies

6. Partnership Development Process

The steps for initiating and formalizing partnerships include:

1. Preliminary Assessment
2. Expression of Interest/Proposal
3. Due Diligence
4. Agreement Signing
5. Implementation
6. Monitoring and Review

7. Roles and Responsibilities

Each partnership agreement must clearly outline:

- Roles and responsibilities of each party
- Expected outputs and outcomes
- Governance and coordination mechanisms
- Communication and reporting procedures
- Conflict resolution mechanisms
- Exit strategy or termination clauses

8. Monitoring, Evaluation, and Learning

All partnerships must include mechanisms for monitoring and evaluation to assess performance, track progress, and draw lessons for future collaborations. Joint reviews and knowledge sharing are encouraged.

9. Confidentiality and Intellectual Property

All parties shall respect the confidentiality of shared information. Ownership of intellectual property shall be defined in the agreement, with respect to both parties' contributions.

10. Termination and Exit

Partnerships may be terminated based on:

- Breach of terms or ethics
- Achievement of objectives
- Mutual agreement
- Changes in strategy or context

A structured exit strategy should be agreed upon in advance to ensure minimal disruption.



11. Review of Policy

This policy shall be reviewed every three (3) years or as needed to ensure relevance, effectiveness, and alignment with ACF-N's strategic direction.

12. Approval and Implementation

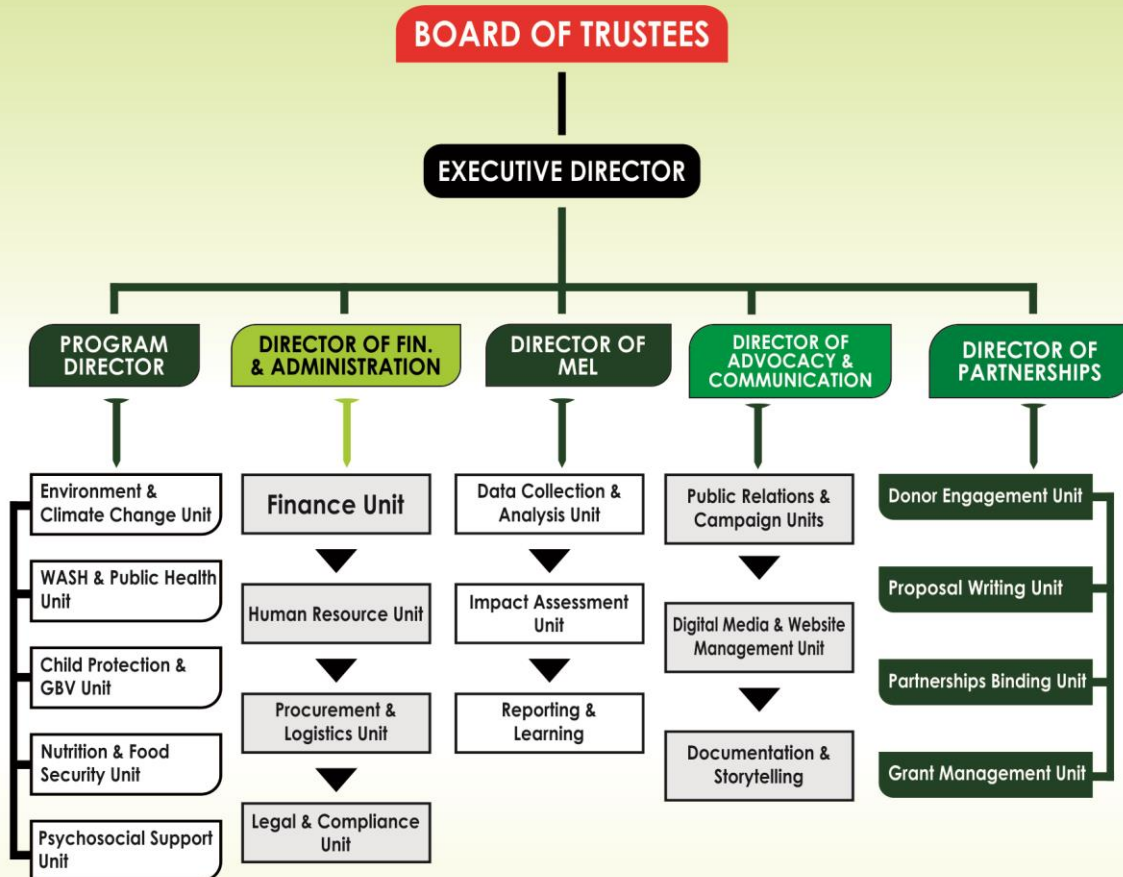
This policy shall be approved by the Board of Directors of ACF-N and implemented by the Executive Director and relevant staff across the organization.



ACF-N

AKURA ECO FOUNDATION FOR SUSTAINABLE
ENVIRONMENT AND DEVELOPMENT NETWORK

- ORGANOGRAM -



Field Offices / Regional Coordinators (If applicable)

- Regional / State Coordinators
- Community Mobilizers
- Field Officers



ACF-N COMPREHENSIVE ORGANOGRAM

(ORGANIZATIONAL STRUCTURE CHART)

✦ TOP LEVEL (GOVERNANCE & STRATEGIC DIRECTION)

1. Board of Trustees / Advisory Board

- Provides oversight, strategic guidance, and policy direction.

✦ EXECUTIVE LEADERSHIP

2. Executive Director / Chief Executive Officer (CEO)

- Leads overall operations, strategy, partnerships, and program implementation.

✦ SENIOR MANAGEMENT TEAM

- Program Director
- Director of Finance & Administration
- Director of Monitoring, Evaluation & Learning (MEL)
- Director of Advocacy & Communications
- Director of Resource Mobilization & Partnerships

✦ DEPARTMENTS & UNITS

A. Program Department

Led by: *Program Director*

1. Environment & Climate Change Unit

- Renewable Energy Projects
- Waste Management Initiatives
- Climate Adaptation Programs

2. WASH & Public Health Unit

- Water, Sanitation & Hygiene
- Community Health Interventions



3. Child Protection & GBV Unit

- Protection of Vulnerable Children
- GBV Prevention and Response

4. Nutrition & Food Security Unit

- Malnutrition Treatment
- Food Security & Livelihood Programs

5. Psychosocial Support Unit

- Mental Health Services
- Trauma Healing & Counseling

B. Finance & Administration Department

Led by: *Director of Finance & Admin*

- Finance Unit (Budgeting, Accounting, Audits)
- Human Resource Unit (Staff Welfare, Hiring)
- Procurement & Logistics Unit
- Legal & Compliance Unit

C. Monitoring, Evaluation, Accountability & Learning (MEAL) Department

Led by: *Director of MEL*

- Data Collection & Analysis
- Impact Assessment
- Reporting & Learning

D. Advocacy, Communications & Media Department

Led by: *Director of Advocacy & Communications*

- Public Relations & Campaigns
- Digital Media & Website Management
- Documentation & Storytelling



E. Partnerships & Resource Mobilization Department

Led by: *Director of Partnerships*

- Donor Engagement
- Proposal Writing
- Partnership Building
- Grant Management

FIELD OFFICES / REGIONAL COORDINATORS (IF APPLICABLE)

- Regional/State Coordinators
- Community Mobilizers
- Field Officers

C.A.C WITH ITS RELEVANCE DOCUMENTS





FEDERAL REPUBLIC OF NIGERIA

CERTIFICATE OF INCORPORATION

REGISTRATION NUMBER 8493275

The Registrar - General of Corporate Affairs Commission
hereby certifies that

KACHALLA MAIDUGU ABBA ZULUM FATIMA MOHAMMED UMARA ZULUM

the duly appointed Trustees of

**AKURA ECO FOUNDATION FOR SUSTAINABLE ENVIRONMENT AND
DEVELOPMENT NETWORK**

have this day been registered as a corporate body.

Given under my hand at Abuja this 19th day of May, 2025



Hussaini Ishaq Magaji SAN
Registrar - General

TAX IDENTIFICATION NUMBER: 33197682-0001



ENVIRONMENT AND DEVELOPMENT NETWORK

Report generated on 13:36 Monday, 19 May 2025



CORPORATE AFFAIRS
COMMISSION

Status Report

INCORPORATED TRUSTEE DETAILS

Incorporated Trustee Name	AKURA ECO FOUNDATION FOR SUSTAINABLE ENVIRONMENT AND DEVELOPMENT NETWORK
IT Number	8493275
Date of Registration	May 19, 2025
Incorporated Trustee Type	INCORPORATED TRUSTEE
Registered Address	SHOP NO. 24, RESILIENCE COMMERCIAL CENTER, BULUMKUTU, MAIDUGURI, BORNO STATE, NIGERIA
Branch Address	NIL
Post Code	NIL
Email	ZULUMUMARA@GMAIL.COM
Status	ACTIVE
Principal Activity	FOUNDATION BASED ASSOCIATION
Due Date of Accounts	31/12/2025

TRUSTEE'S / SECRETARY'S DETAILS





ENVIRONMENT AND DEVELOPMENT NETWORK

1. ROLE TYPE	TRUSTEE
IS CHAIRMAN	NO
SURNAME	MAIDUGU
FIRSTNAME	KACHALLA
OTHER NAME	NIL
EMAIL	KACHALLAMDG@GMAIL.COM
PHONE NUMBER	08032498921
NATIONALITY	NIL
SERVICE ADDRESS	SHOP NO. 24 RESILENCE COMMERCIAL CENTER, BULUMKUTU, MAIDUGURI, BORNO STATE, NIGERIA
RESIDENTIAL ADDRESS	SHOP NO. 24, RESILENCE COMMERCIAL CENTER, BULUMKUTU, MAIDUGURI, BORNO STATE, NIGERIA
GENDER	MALE
DATE OF BIRTH	July 1979
DATE OF APPOINTMENT	May 19, 2025
STATUS	ACTIVE
2. ROLE TYPE	TRUSTEE
IS CHAIRMAN	NO
SURNAME	ZULUM
FIRSTNAME	ABBA
OTHER NAME	UMARA
EMAIL	MAXCONS123@GMAIL.COM





ENVIRONMENT AND DEVELOPMENT NETWORK

PHONE NUMBER	08066794848
NATIONALITY	NIL
SERVICE ADDRESS	SHOP NO. 24 RESILENCE COMMERCIAL CENTER, BULUMKUTU, MAIDUGURI, BORNO STATE, NIGERIA
RESIDENTIAL ADDRESS	SHOP NO. 24, RESILENCE COMMERCIAL CENTER, BULUMKUTU, MAIDUGURI, BORNO STATE, NIGERIA
GENDER	MALE
DATE OF BIRTH	January 2000
DATE OF APPOINTMENT	May 19, 2025
STATUS	ACTIVE
3. ROLE TYPE	TRUSTEE
IS CHAIRMAN	NO
SURNAME	MOHAMMED
FIRSTNAME	FATIMA
OTHER NAME	MASU
EMAIL	FATIMAMOHAMMEDMASU0@GMAIL.COM
PHONE NUMBER	07063572025
NATIONALITY	NIL
SERVICE ADDRESS	SHOP NO. 24 RESILENCE COMMERCIAL CENTER, BULUMKUTU, MAIDUGURI, BORNO STATE, NIGERIA
RESIDENTIAL ADDRESS	SHOP NO. 24, RESILENCE COMMERCIAL CENTER, BULUMKUTU, MAIDUGURI, BORNO STATE, NIGERIA
GENDER	FEMALE





ENVIRONMENT AND DEVELOPMENT NETWORK

DATE OF BIRTH	October 1996
DATE OF APPOINTMENT	May 19, 2025
STATUS	ACTIVE
4. ROLE TYPE	TRUSTEE
IS CHAIRMAN	YES
SURNAME	ZULUM
FIRSTNAME	UMARA
OTHER NAME	NIL
EMAIL	ZULUMUMARA@GMAIL.COM
PHONE NUMBER	07067606154
NATIONALITY	NIL
SERVICE ADDRESS	SHOP NO. 24 RESILIENCE COMMERCIAL CENTER, BULUMKUTU, MAIDUGURI, BORNO STATE, NIGERIA
RESIDENTIAL ADDRESS	SHOP NO. 24, RESILIENCE COMMERCIAL CENTER, BULUMKUTU, MAIDUGURI, BORNO STATE, NIGERIA
GENDER	MALE
DATE OF BIRTH	February 1991
DATE OF APPOINTMENT	May 19, 2025
STATUS	ACTIVE

SECRETARY'S DETAILS

1. 1. ROLE TYPE TRUSTEE_SECRETARY





ENVIRONMENT AND DEVELOPMENT NETWORK

SURNAME	ZULUM
FIRSTNAME	ABBA
EMAIL	MAXCONS123@GMAIL.COM
PHONE NUMBER	08066794848
NATIONALITY	NIL
SERVICE ADDRESS	SHOP NO. 24 , RESILIENCE COMMERCIAL CENTER, BULUMKUTU, MAIDUGURI, BORNO STATE, NIGERIA
RESIDENTIAL ADDRESS	1
GENDER	MALE
DATE OF BIRTH	January 2000
DATE OF APPOINTMENT	May 19, 2025
STATUS	ACTIVE

This is the true extract of the incorporated trustee's status from the Register as at 19 May 2025.





THE CONSTITUTION OF AKURA ECO FOUNDATION FOR SUSTAINABLE ENVIRONMENT AND DEVELOPMENT NETWORK

PREAMBLE

We, the members of AKURA ECO FOUNDATION FOR SUSTAINABLE ENVIRONMENT AND DEVELOPMENT NETWORK a not for-profit and non-political organisation do firmly and solemnly resolve to provide for ourselves a constitution and to be governed by the provisions therein contained.

ARTICLE 1: NAME

The name of the Association is AKURA ECO FOUNDATION FOR SUSTAINABLE ENVIRONMENT AND DEVELOPMENT NETWORK

ARTICLE 2: ADDRESS

The address of the Association shall be : SHOP NO. 24, RESILIENCE COMMERCIAL CENTER, BULUMKUTU, MAIDUGURI, BORNO STATE, NIGERIA

ARTICLE 3: AIMS AND OBJECTIVES

SN	THE AIMS AND OBJECTIVES OF THE ASSOCIATION ARE:
1	TO EDUCATE COMMUNITIES, STAKEHOLDERS, AND POLICYMAKERS ABOUT THE ABOUT THE SIGNIFICANCE OF ENVIRONMENTAL SUSTAINABILITY AND THE EFFECTS OF CLIMATE CHANGE
2	TO ADVOCATE FOR POLICIES AND LAWS THAT SUPPORT ENVIRONMENTAL SUSTAINABILITY AND CLIMATE CHANGE MITIGATION AT THE LOCAL, STATE, AND NATIONAL LEVELS.





3	TO SUPPORT AND PROMOTE SUSTAINABLE PRACTICES, SUCH AS RENEWABLE ENERGY, WASTE REDUCTION, AND SUSTAINABLE AGRICULTURE, IN LOCAL COMMUNITIES.
4	TO EMPOWER LOCAL COMMUNITIES TO TAKE OWNERSHIP OF ENVIRONMENTAL SUSTAINABILITY AND CLIMATE CHANGE INITIATIVES THROUGH CAPACITY-BUILDING PROGRAMS AND COMMUNITY ENGAGEMENT.
5	TO COLLABORATE WITH GOVERNMENT AGENCIES, PRIVATE SECTOR ORGANIZATIONS, AND OTHER NGOS TO LEVERAGE RESOURCES AND EXPERTISE IN PROMOTING ENVIRONMENTAL SUSTAINABILITY AND CLIMATE CHANGE MITIGATION.
6	TO INCREASE ACCESS TO CLEAN AND SAFE WATER FOR DRINKING, COOKING, AND PERSONAL HYGIENE.
7	TO: IMPROVE ACCESS TO PROPER SANITATION FACILITIES, INCLUDING TOILETS AND LATRINES.
8	TO EDUCATE COMMUNITIES ON PROPER HYGIENE PRACTICES, INCLUDING HANDWASHING WITH SOAP AND WATER TREATMENT.
9	TO PROMOTE THE ADOPTION OF RENEWABLE ENERGY SOURCES, SUCH AS SOLAR AND WIND POWER, TO REDUCE DEPENDENCE ON FOSSIL FUELS.
10	TO SUPPORT SUSTAINABLE AGRICULTURE PRACTICES THAT PROMOTE SOIL HEALTH, BIODIVERSITY, AND EFFICIENT WATER USE.
11	TO PROMOTE PROPER WASTE MANAGEMENT PRACTICES, INCLUDING RECYCLING AND COMPOSTING, TO REDUCE WASTE DISPOSAL IN LANDFILLS AND WATERWAYS.
12	TO SUPPORT COMMUNITIES IN DEVELOPING AND IMPLEMENTING CLIMATE CHANGE ADAPTATION STRATEGIES TO ENHANCE THEIR RESILIENCE TO CLIMATE-RELATED IMPACTS.
13	TO SUPPORT GENDER BASE VIOLENCE AND CHILD PROTECTION AND ADVOCACY

ARTICLE 4: TRUSTEES

- A. The Trustees of AKURA ECO FOUNDATION FOR SUSTAINABLE ENVIRONMENT AND DEVELOPMENT NETWORK for the purpose of the Companies and Allied Matters Act CAP C20 LFN 2004, shall be elected at a General Meeting charged with responsibility of selecting the Trustees with 2/3 majority votes of members present.
- B. Such Trustees (Hereinafter referred to as, "The Trustees") shall not be less than 2 and more than 15 in number.
- C. A Trustee may hold office for 5 years but shall cease to hold office if he:
1. Resigns his office
 2. Ceases to be a member of the registered Trustees of the body.





5/19/25, 5:50 AM

Incorporated Trustee Constitution - AKURA ECO FOUNDATION FOR SUSTAINABLE ENVIRONMENT AND DEVELOPMENT ...

3. Becomes insane
4. Is officially declared bankrupt
5. Is convicted of a criminal offence involving dishonesty by a Court of competent jurisdiction
6. Is recommended for removal from office by a board of Governors and Trustees majority vote of members present at any General Meeting of the body
7. Ceases to reside in Nigeria

D. Upon a vacancy occurring in the number of Trustees a General Meeting will be held to appoint another eligible member of the Association.

ARTICLE 5: COMMON SEAL

- A. The Trustees shall have a Common seal.
- B. Such seal will be kept in the custody of the SECRETARY who shall produce it when required for use by the Trustees.
- C. All documents to be executed by the Trustees shall be signed by such number of them and sealed with the Common seal.

ARTICLE 6: MEETINGS

For effective administration of the Association, there shall be the following meetings

SN	MEETING NAME	MEETING QUORUM
1	FOR THE MONTHLY GENERAL MEETING, TWO THIRD (2/3) MAJORITY OF THE ORGANIZATION MEMBERS SHALL FORM QUORUM.	THE MONTHLY GENERAL MEETING
2	FOR THE QUARTERLY GENERAL MEETING, TWO THIRD (2/3) MAJORITY OF THE ORGANIZATION MEMBERS SHALL FORM QUORUM.	THE QUARTERLY GENERAL MEETING
3	FOR THE EXECUTIVE COMMITTEE MEETING, TWO THIRD (2/3) MAJORITY OF THE ORGANIZATION MEMBERS SHALL FORM QUORUM.	THE EXECUTIVE COMMITTEE MEETING
4	FOR THE ANNUAL GENERAL MEETING, TWO THIRD (2/3) MAJORITY OF THE ORGANIZATION MEMBERS SHALL FORM QUORUM.	THE ANNUAL GENERAL MEETING

ARTICLE 7: GOVERNING BODY

THE CHAIRMAN, THE SECRETARY, BOARD OF TRUSTEES AND EXECUTIVE COMMITTEE MEMBERS



about:blank

3/5



ARTICLE 8: SOURCES OF INCOME

The sources of income for the Association shall include:

1. RECEIVE GRANTS OR ASSISTANCE FROM INDIVIDUALS, TRUST-FUNDS AND OTHER CHARITABLE OR PHILANTHROPIC ORGANISATIONS IN NIGERIA OR ELSEWHERE.
2. ACCEPT DONATIONS (WHETHER IN CASH AND/OR IN KIND) FROM INDIVIDUALS, TRUSTEES, FRIENDS, CHARITIES, CORPORATE BODIES AND GOVERNMENTS IN NIGERIA OR ELSEWHERE.
3. COMMUNITY PARTICIPATION/CONTRIBUTIONS, DONATIONS, CONTRIBUTIONS FROM INTERNATIONAL AGENCIES AND NON-GOVERNMENTAL ORGANISATIONS

ARTICLE 9: DISBURSEMENT AND APPLICATION OF FUNDS

FUNDS OF THE ASSOCIATION SHALL BE DISBURSED AT APPROPRIATE TIME AND APPLIED PRUDENTLY AND IN THE CONTEXT OF VALUE FOR MONEY TOWARDS THE REALISATION OF THE AIMS AND OBJECTIVES OF THE ASSOCIATION

ARTICLE 10: KEEPING ACCOUNT

THE ACCOUNT SHALL BE AUDITED BY AN AUDITOR OR AUDITORS APPOINTED BY THE GENERAL HOUSE, FROM TIME TO TIME. THE AUDITOR SHALL SCRUTINIZE THE ACCOUNT OF THE ASSOCIATION WHEN IT IS REQUIRED. THE ASSOCIATION MAY OPEN AND OPERATE ANY TYPE OF ACCOUNT IN ANY BANK OF THEIR CHOICE. ALL REPORTS BY THE TREASURER AND FINANCIAL SECRETARY OF THE ASSOCIATION TO THE GENERAL MEETING MUST INCLUDE THE AUDITORS REPORT ON THE MANAGEMENT OF THE ACCOUNTS OF THE ASSOCIATION FOR THE RELEVANT PERIOD. THE ASSOCIATION SHALL ENSURE THE ACCURATE KEEPING OF RECORDS OF ALL INCOME AND EXPENDITURE

ARTICLE 11: APPOINTMENT OF AUDITOR(S)

1. Independent qualified and licenced Auditors shall be appointed by the general meeting to audit the financial records of the Association annually and submit an audited report to the Annual General Meeting of the Association.
2. The audited financial statements (balance sheet and income and expenditure account) duly certified by independent auditors shall be annexed to the annual returns and file with the Corporate Affairs Commission.

ARTICLE 12: AMENDMENT OF CONSTITUTION

The Association may alter the provision of its Constitution at a General meeting by a resolution passed by a simple majority of its members and approved by the Commission.

ARTICLE 13: SPECIAL CLAUSE





5/19/25, 5:50 AM

Incorporated Trustee Constitution - AKURA ECO FOUNDATION FOR SUSTAINABLE ENVIRONMENT AND DEVELOPMENT ...

1. THE INCOME AND PROPERTY OF AKURA ECO FOUNDATION FOR SUSTAINABLE ENVIRONMENT AND DEVELOPMENT NETWORK shall be applied solely towards the promotion of the objective of the body as set forth in this RULES AND REGULATION/CONSTITUTION: and no portion thereof shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit, to the members of the Association.
2. PROVIDED that nothing herein shall prevent the payment in good faith, or reasonable and proper remuneration to any officer or servant of the Association in return for any service actually rendered to the Association:
 - a. With the exception of ex-officio members of the Governing Council, no member of the Council of Management or Governing Body shall be appointed to any salaried office of the Association or any office of the Association paid by fees; and
 - b. No remuneration or other benefit in money or money's worth shall be given by the body to any member of such Council or Governing Body except repayment of out of pocket expenses or reasonable and proper rent for premises demised, or let to the Association or reasonable fees for services rendered.
3. If in the event of a liquidation/winding-up or dissolution of the corporate body there remains after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association but shall be given or transferred to some other institutions, having objects similar to the object of Association, such institutions to be determined by the members of the Association at or before the time of dissolution.
4. If effect cannot be given to the aforesaid provisions, then the remaining property shall be transferred to some charitable object.

DATED
THIS

19

DAY OF

May

20

25

May 19, 2025

Signature of Chairman

May 19, 2025

Signature of Secretary &
Date

ZULUM UMARA
07067606154

Name of Chairman
& Tel. No.

ZULUM ABBA
UMARA
08066794848

Name of Secretary
& Tel. No.







SPECIAL CONTROL UNIT AGAINST MONEY LAUNDERING
(SCUML)

RN: SC 081401563

Certificate of Registration

I hereby certify that

AKURA ECO FOUNDATION FOR SUSTAINABLE ENVIRONMENT AND DEVELOPMENT NETWORK

Has been duly registered in accordance with the provisions of
Section 17(2)(a) of the Money Laundering (Prevention and Prohibition)
Act, 2022 and any other Law or Regulation.



4 7 4 2 5 0 8 1 4 2 0 0 5 0 1 5 6 3



Director



Date of Issue: 20th MAY 20 25 3598474



