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## THE AFRICAN CHILD AGAPE FOUNDATION (ACAF) ORGANIZATIONAL CONCEPT NOTE/ OVERVIEW

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### 1.0 INTRONDUCTION

The African Child Agape Foundation (ACAF) is a non-profit oriented organization founded in 2017 by Pastor INNOCENT HANKANIMANA, a Burundian refugee and World Citizen in Malawi. It was registered as a private entity on 10<sup>th</sup> March 2020 under trust deed. The aim of establishing the foundation is to improve welfare of vulnerable groups of people, (the children, women, youth and refugees) and create bright future for them and to plead for the cause of peace in Africa.

The Foundation is currently help vulnerable children with their education by providing mentorship, free part time lessons and physical materials such as note books, school uniform, pens. This aims at upbringing responsible citizens which will greatly contribute to the national and international development goals.

The Foundation is also empowering women through various vocational skills. Currently the foundation is offering free tailoring lesson to 30 women. The foundation believes that if a woman is empowered the whole family of the woman is also empowered. After completion of the training these women will use the acquired skill to increase their income and improve the welfare of their children and other family members.

On youth, the foundation is providing free mentorship coaches to adolescents on behavior change and sexual reproduction. This aims at equipping the youth with life skill to avoid harmful habits such as smoking, excessive drinking and premarital sex, these habits may end killing young dreams and future.

### **1.1 Vision**

To advocate for peace and to fight against poverty among vulnerable groups of people, children, women, youth and refugees through development project

### **1.2 Mission statement**

To educate, to support and to Comfort the vulnerable groups of people and make our society a better place to live in.

### **1.3: ORGANISATIONAL GOAL:**

**The overall goal is to ensure that the society is free from Civil wars, oppression, illness and poverty, to enable the citizens the opportunities which lead them to become self-sufficient.**

### **1.4: OUR CORE VALUES:**

**TRUST: We trust each other and treat each other with mutual respect. Each individual's skill and talent are appreciated and valued in the ACAF organization.**

**CHARITY: Love is the center of our organization and Love never fails.**

**INTEGRITY: We will strive to be honest in dealing with our clients as well as our partners.**

**GENDER EQUALITY:** We will promote the gender equality in our daily operation and the Girl Child will education will remain our priority.

**HUMAN RIGHTS:** No society can progress while the rights of people are not respected. We will help the society and the government to teach and promote human rights.

**AUTONOMOUS:** We will remain independent in our daily business operational while seeking guidance from other experts.

### **1.3 Profile of the Foundation**

African Child Agape Foundation is a non profit organization which was established to empower vulnerable groups of people i.e women, youth, children and refugees through entrepreneur skills and capacity building. The foundation also promotes peace among individuals in the society regardless of their religion, ethnic group, nationality and color of skin and it create a conducive environment to live in through sustainable environmental best practices and proper waste disposal. It is a belief of the foundation that the best way to empower an individual is by not destroying human being's self-respect through handouts but by placing an individual in the path of opportunities to enjoy the fruits of his or her own labor.

### **2.0 Organizational Background.**

African Child Agape Foundation since it was established in December, 2017 it has carried out a number of activities in the surrounding community. The aim of these activities is to help the vulnerable groups of people (children, youth, women and refugees) to become self-reliant and grow to as responsible citizens.

On Children, ACAF provides free English part time lessons to struggling students in order to encourage them with their education and improve their performance at school. The foundation also provides learning materials such as pens, exercise books, school shoes and school uniforms to less privileged children in the surrounding community. So far the foundation is supporting 10 less privileged children.

On youth the foundation has been conducting workshops on career guidance and mentorship, educating youth on sexual reproduction, gender based violence and providing guidance and counseling. The aim of these activities is to develop the youth to become good leaders and responsible citizens. So far 31 youths have benefited from the activities. The foundation is also planning to implement youth empowerment project through entrepreneurship skills and vocational skills including Carpentry in which 12 young people are being trained.

On women the organization is providing free adult education and women empowerment activities. The foundation is providing English lessons, Swahili and business management skills to less privileged women. The foundation has enrolled 11 women who are attending these free adult lessons.

The foundation is also empowering women with tailoring skills. Fifteen (15) women are participating in these free tailoring lessons. The aim of proving tailoring skills to women is to make the self reliant so that they become financially independent. The foundation also provides platform women interactive seminars and workshops where women meet to inspire one another, share and discuss ways of sharpening social and interpersonal relations. These skills help and protect women from gender based violence

The foundation is so much devoted to activities which aim at uplifting lives of less privileged groups of people. The foundation is planning to extend these activities to cover a good number of less privileged groups of people.

### 3.0 Organizational Objectives

#### 3.1 Main Objective

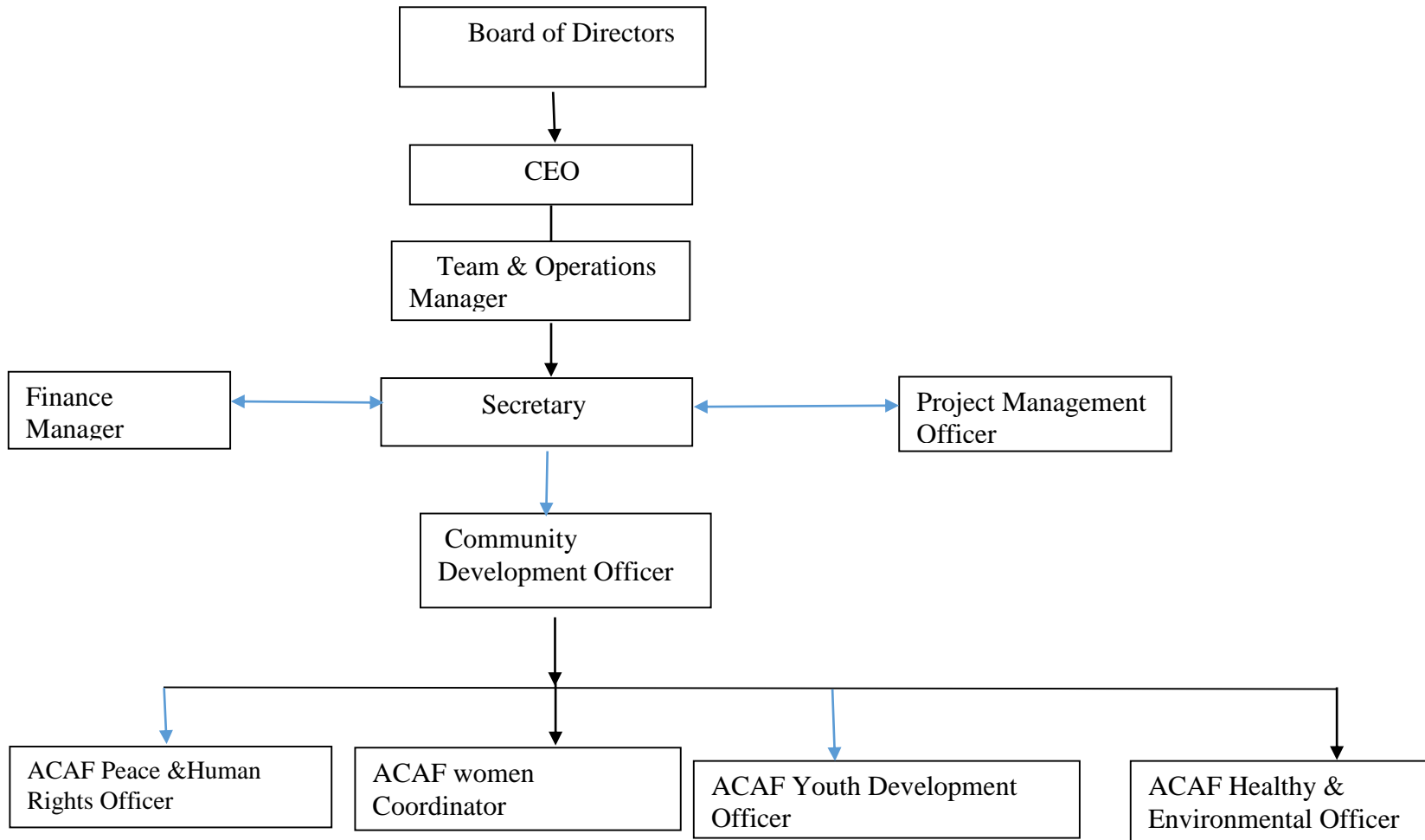
To uplift life standards of vulnerable groups of people (children, women, youth and refugees) and promoting peace in our community.

#### 3.2 Supporting Objective

- To **advocate for peace** in our societies by teaching civic education especially the human rights and citizen's responsibilities;
- To **increase women's economic opportunity** to better fight against poverty in our community and advance women empowerment.
- To encourage mixture or intermarriages among ethnic groups so as to **facilitate the integration and reconcile the society members.**
- To promote self-reliance projects among the **youth so as to build a sustainable society** through vocational skills and developmental programs.
- To provide physical and emotional **support to the needy people** especially children and women regardless of their status affiliation, nationality or religion backgrounds.
- To **advocate for a safe and a clean environment** while involving the youth in tree planting campaigns to fight against erosion and pollution.
- To teach on how **to grow and use Moringa Trees**, source of nutrients to curb the malnutrition for so many children in Africa.

- To cooperate with other local and international organizations **to better fight against poverty and uplift living standards of people**

#### 4.0 Organizational Structure



#### **4.1 ACAF Code of Ethics**

African Child Agape Foundation (ACAF) was established to work with the **marginalized groups of people** especially **women, children** and **refugees** herein referred to as **beneficiaries**. To ensure the safety of these beneficiaries ACAF has put in place the following mechanisms;

- a. **Recruitment**- During recruitment, the organization has put in place mechanism to ensure that a proper background check is done. The aim is to find out if the job seekers have no criminal record. This will be done by asking them several questions and following up on referees that the job seekers present so that no stone is left unturned.  
The organization will go further to assess personal behavior when one is finally offered a job. Apart from that, ACAF shall ensure that every employee is trained, reads and signs a code of conduct indicating that they have read and understood issues of violation, sexual exploitation, and abuse and will be held liable if they are found in breach of the code of conduct. Additionally, the organization shall recruit both males and females so that field work is made easier and people are able to talk (i.e. report issues of violation, sexual exploitation, and abuse) to the gender that they are more flexible with.
- b. **Integrity**- One of ACAF's core value is to ensure honesty when dealing with clients and donors. Any person working under ACAF who is found in violation of this core value shall be held liable and if need be, dismissed. Depending on the gravity of the violation a criminal case shall be opened against them and all necessary measures taken to protect the beneficiaries.
- c. **Law enforcement agencies**-ACAF shall work hand in hand with law enforcement agencies and report any form of abuse against the beneficiaries with regardless of who the perpetrator is. ACAF shall not at any point defend the perpetrators and will provide any information required to ensure justice for the people who are victims of violation, sexual exploitation and abuse.
- d. **Beneficiaries empowerment**- ACAF shall empower beneficiaries with knowledge to recognize different forms of violation, sexual exploitation, and abuse know channels of reporting, be assertive enough to report cases and know what to do to avoid future occurrences.
- e. **Disclosure of ACAF work plan**-ACAF shall clearly indicate and disclose to the duty bearers and community members in the community it is working in its work plan, the beneficiaries and expected benefits. This is to ensure that ACAF employees and duty bearers do not take advantage of the intervention to perpetrate any form of sexual harassment or abuse to the beneficiaries by promising them favors in the project

#### **4.2 Fraud, corruption and other unethical behavior.**

- a. **Having organizational bank account-** ACAF shall have organizational bank account that will be audited. The account shall have three signatories including 2 board members and the managing director or any person duly authorized by the board. Signing and payment shall only be done upon production of a scope of work for an activity, a budget or valid invoice and evidence of work done.
- b. **Keeping a financial record of the organization-** The books of accounts of the organization shall be open for inspection by all members of the organization and shall be subject to audit annually by an independent auditor(s) appointed by the members in the annual general meeting.
- c. **Financial year-** The financial year of the organization shall be from 1<sup>st</sup> January to 31<sup>st</sup> December. By this period annual work plan and accounts will have been closed. Any unpaid amounts at this point shall be forfeited or be subject to misconduct.
- d. **Procurement of organizational goods and services-** An internal procurement committee (IPC) shall be responsible for soliciting prequalified vendors. Selection of successful vendors shall be done in an open and transparent manner by members of the IPC. Awarding of contracts shall be based upon submission of complete documentation and price. Employees shall not at any point be allowed to disclose organizational information to the vendors or receive any form of favor i.e. cash gifts from the vendors. Any offer of cash gifts or favors from vendors shall be turned down and openly disclosed to members of IPC and management.
- e. **Payment of salaries** – Payment of salaries shall be done online, and offline documentation shall be kept. The payments shall be done on 28<sup>th</sup> day of every month and any other transaction before or after this date shall be regarded as acts of fraud. Salaries shall be regarded as contractual issue and any deduction from one’s salary shall be based upon proper and signed documentation from the owner.
- f. **Embezzlement of funds** – Any officer found embezzling organizational funds shall be subject to disciplinary case and if evidence is found beyond reasonable doubt shall be dismissed and/or be handed over to the police.
- g. **Use of advance activity funds**– Advance funds shall be given upon receipt of scope of work, budget and payment request that are signed by the requestor, authorized by the finance person and approved by the project director. Any documents lacking any of these, shall be turned down. Once funds have been given, the funds holder shall be required to stick to the budget items and if there is any change at any point, authorization shall be sought through email and attached to a liquidation document.
- h. **Liquidation of funds** – Liquidation of funds shall be done three working days after the activity, failing which the person shall be subject to disciplinary action. The liquidation document shall include an approved budget, a signed activity report, participants list, receipts, signed payment forms, an expense report and if applicable a deposit slip of the remaining funds. Any unused funds shall be deposited into the organizational account and a deposit slip obtained.

- i. **Hiring auditing services** – Independent auditors shall be hired annually to audit organizational accounts and produce a financial report. Any fraud issues shall be reported to management and followed up promptly. A disciplinary and/or a criminal case shall be opened for staff members that will be found guilty of embezzling organizational funds.

**Use of petty cash-** Petty cash amounting to one hundred Malawi Kwacha shall be kept in cash to handle adhoc expenses. An employee shall only be allowed to make petty cash requests of not more than twenty thousand Malawi Kwacha at a time. They shall be required to use a petty cash form that is signed by the requestor and counter signed by line manager. A receipt or a signed payment form shall be obtained to liquidate the petty cash.

### **4.3 Code of Conduct of ACAF Members of Staff.**

All volunteer staff members of the organization shall abide by the code of conduct as stipulated below:

- Upholding the vision, mission, core values of ACAF
- Timely formulation of plan of activities in assigned department
- Participate and contribute in the growth of the foundation activities including meetings, seminars, and workshops
- Attendance in service trainings and other planned sessions by ACAF management
- Facilitate open and honest communication within ACAF staff members
- Not to create or introduce any business which may compromise and jeopardize the vision and mission of ACAF
- Avoid activities that will create a conflict of interest while performing or ACAF work assignment
- To be willing to undertake other duties and responsibilities appropriate to your job including to go to field when judged necessary by up line management
- To be punctual and demonstrate good behavior within and outside ACAF premises
- Display at all equal respect persons regardless of their race, gender, nation or ethnic origin stipulated in Universal Declaration of Human Rights (UDHR)
- Not to carry or bring any weapon at work place or to report to work while being drunk or bring alcohol

### **5.0 Payment of staff**

All staff members of the foundation work on voluntary basis. Sometimes if necessary lunch and transport allowance is provided when a member of staff is working on special assignment on behalf of the foundation outside working premises.

### **6.0 Sources of funds of ACAF.**

The foundation is relying on small donation of funds from individual well wishers and membership contribution from volunteer staff.



On average the foundation collects MK 50,000 from individual well wishers and MK30, 000 from membership fees. These funds are used to cover operational activities of the foundation and help the foundation to carry out its activities.

Currently the foundation is struggling to run its operations, pay for its costs such as paying office rentals, buying office equipment and stationery due to lack of funds as a result of the current crisis caused by COVID-19.

The foundation is also struggling financially to implement activities which aim at uplifting lives vulnerable groups of people such as women, children, youth and refugees living in Malawi.

Therefore, the African Child Agape Foundation-ACAF is calling for a financial and physical help from non-governmental organizations, government agencies, religious organization and all well-wishers to help the foundation with funds in order to implement activities which aim at uplifting lives vulnerable groups of people such as women, children, youth and refugees living in Malawi.