BRIDGE FOR DEVELOPMENT ORGANIZATION, BDO
ANNUAL PERFORMANCE NARRATIVE REPORT FOR THE YEAR 2020/GC

1. Introduction

Bridge for Development organization is board led non-political, non for profit, non-sectarian and non-governmental local charity organization established in October 2019, licensed by Agency for Civic Society Organization with registry # 4509. We have the passion to develop BDO and do something that changes the lives of disadvantaged and vulnerable young communities through our legitimacy, accountability and transparency in action.

Mission:

The mission of BDO is to support and empower the disadvantaged and vulnerable communities in Addis Ababa, Amahara and Oromiya regions through improving the child care takers' knowledge and skills in child development, care, education and rights; and to empower women, girls, adolescents and youths through life skills education, supporting to create economic opportunities, and protecting their health and rights through community actions and advocacy.

Services and programs:

- Child development, protection, care, and education.
- Women and girls protection, health, life skills education, and empowerment.
- Adolescent and youth health, life skills education and empowerment.
- Advocacy

Organizational Structure:

- The constituencies of BDO are the Board, the management (staffs), the beneficiary and the strategic partners.
- The Board is the highest organ of the organization
- The management functions are led by the Executive Director
- BDO has the following basic departments: HR/Finance, programs and projects, and fundraising. But IT and communication officers will part of our future plans.

The reporting period covers Jan. to Dec. 2020 and it describes organizational background, physical tasks accomplished, financial report, challenges and recommended future directions.

Also internal audit report and organizational SWOT analysis is attached.

2. Accomplishments:

2.1. Organizational Capacity Development

As BDO is an emerging entity and we are required to develop our systems and human resource capacity various tasks have been accomplished.

2.1.1. Developing administrative procedure and system

- Adapted and finalized human resource and accounting policy manual
- Opening of bank account
- Received donated materials VSO and SCI. The list of donated materials is attached.
- Opening of PO Box
- Printing of different vouchers
- Web page developed for the organization

2.1. 2. Program and project development

Currently there are no project accomplishments underway. However, different concept papers have been developed and submitted to donors. Examples of concept papers written and submitted include the following:

- Strategic plan training for the organization
- Volunteer engagement for the organization
- Fundraising sponsorship for the organization
- Advocacy for introduction of life skill in schools
- Early education improvement for Addis Hiwot Preschool
- Psychosocial support for Corona victims in need
- Family planning provider training for adolescent FP
- Other project concept papers are being written.

However, the level of beneficiary groups' involvement in program design was minimal because of lack of financial resources to engage. Based on the mission statement of BDO, the sectoral focus and organizational expertise have been made clear. Also annual physical plan have been worked and used for implementation during the physical year.

2.1.3. Human Resources Development

The development of human resources knowledge and skills is an ongoing process and we are keeping learning from our day to day activities, consultation of experienced NGOs, from our mistakes and reading. However, we need to participate in trainings that we have identified topics.

2.1.4. Financial Management System and Expertise

To develop and improve the state of the accounting, budgetary and financial system and control as well as inventory systems has been critical and we have organized system by adapting and developing various registers, formats for accounting system including printing of basic vouchers.

Also we have been able to identify annual administrative costs of the organization and by projecting expenses we have developed annual budget. However, revenue generation strategies and activities are not so much developed yet and needs experience and getting trainings.

The system of recording incomes and expenses and producing financial report (statement) has been improved and done every quarter and being verified by the management team.

Additionally, we have adapted different formats and registers for use in accounting and human resource system.

The organization assets that are donated are recorded in fixed asset recording format as well.

2.1.5. External Relations

Creating and developing optimum relation with our partner NGOs, government stakeholders, and private sector is critical to our success. Based on these aims BDO has visited and contacted both LNGOs and INGOs for experience sharing, asking material donation and submitting concept papers. However, much effort remains and we are passionate to strengthen and work in collaboration.

Also we are waiting for acceptance of memberships with applied associations.

2.1.6. Sustainability

To ensure program, institutional and financial sustainability we need to secure financial support from a variety of sources.

The management team have been contributing money for administrative costs and tried to cover expenses. Also, we have tried a mini fundraising activity from family and friends and got supports in terms of appreciation and money donations.
To ensure our revenues are diversified, stable, and sufficient for accomplishing the mission and goals, So far, BDO has raised ETB 53500.00 during the year 2020.

2.1.7. Reviewing Strengths and Weaknesses as Strategy to Monitoring Performances
During the reporting period we have been assessing and identifying our strengths and weaknesses. Accordingly, although BDO is small charity, haven't partnered with many stakeholders and the impact of corona disease has impacted almost in every organization, faster changes were not visible. However, seeing our SWOT as frequent as possible has been important.

2.1.8. Office Organization
From the very beginning of our establishment, one of our efforts was directed to developing and organizing the office setup with basic office equipment and furniture. Through donation requests of organizations BDO has received chairs, tables, computer, printer, overhead projector and photocopier from Volunteer Services Oversees (VSO) and Save the Children International (SCI) Ethiopia offices.
We are working at home because of two reasons 1. Corona 2.Damage of our office by violent youths during singer Hachalu's murder.

3. Summary Financial Statement
It is of utmost importance that an organization has sufficient funds and other resources to match the requirement of fulfilling its mission. It is also of equal importance that all available resources are used for the intended purpose, the most economic and in the best possible way, i.e. directed towards activities that will help the organization to meet its objectives.
a. Revenue: Currently (during the report period), the only possible source of finance for us to cover the running cost of BDO is contribution from volunteer friends and family which was very limited.
For the period, a total of ETB 53500.00 was collected (family – 43500.00, friends – 10000.00)
b. Expenditures: During the report period ETB 11388.00 was used for expenses of running (administrative) costs.
c. The revenues excess expenditures is 42112.00
Challenges/Lessons

7. Challenges and steps taken:

- Lack of budget for GOC (General Operating Cost), project implementation, and volunteer and community engagement because of our startup status, various donor criteria and the impact of Corona pandemic.
- Poor communications and lack of meetings with Board members and potential government and NGO partners because of the impact of Corona pandemic.

We have conducted mini family and friend fundraising and have raise small money to cover the administrative costs until better fundraising efforts done and getting donations.

8. Lessons Learned and recommendations

The solution for the challenges lies on developing:

- Organizational capacity through improving governance, human resource and accounting procedure development, external relations (partners and donors), fundraising efforts, and expertise in program and project development.

4. Thanking YOU all

I want to thank all the individuals from staff to board, from family to friends and NGOs connected with us and supported in materials, in knowledge and skills, in money donations and contributions and also heartily encouragement. Without your support all the accomplishments couldn't happen.

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