

Zero Draft

**Code of Conduct on Good Governance
and Accountability
for
the Foundation of Civil Society and
Grantee Organisations**

Dar es salaam, 23rd February 2006

1. Introduction

This Code of Conduct on good governance and accountability is a result of the discussions held during the annual CSOs forum held from 17th to 18th August 2006. During the Forum, information about code of conducts of **MS-Tanzania**, the draft code by NGO Council and those of Uganda and Botswana, emerged and shared. It was recommended that the Foundation for Civil Society introduce the same. Hence, this Code of Conduct document focuses on enhancing good governance, accountability, transparency, impact dimension and sustainability in the course of implementing projects/activities funded by the Foundation to civil society organisations. It is developed to enhance mutual trust and partnership.

The Code of Conduct (CoC) is a document which is to be owned, respected and adhered to by the Foundation of Civil Society (FCS) and partners, in this case grantees and organisations working in implementing activities with the support from the Foundation. It is aimed at making both parties more responsible, responsive, accountable, transparent, equitable, sustainable and effective entities.

The ultimate objective of this CoC is to promote and enhance good governance and accountability within FCS and Grantees, and to give more say to the community we save in order to enhance our image, credibility and purpose of existence.

By respecting and standards of conduct and guidelines stipulated this Code of Conduct, the Foundation for Civil Society and Grantee Organisations shall:

- Promote a culture of responsibility in all our activities geared to the community we save with emphasis on impact, integrity, sustainability and high standard of our services
- Promote effectiveness and efficiency in order to reach intended goals and optimise the use of resources
- Promote a culture of supporting stakeholders' participation in decision-making processes both in side and outside our projects.
- Promote accountability on aspects of performance and accuracy reporting and fight corruption and malpractices and the culture of secrecy.
- Promote a culture of information and best practises sharing.
- Respect and observe equal opportunities, rights and benefits for all society groups irrespective of their sex, origin, tribe, religion, ethnicity or various physical disablements.

2. Standards of Conduct

The following constitutes the basic principles of operation and conduct applicable to the Foundation for Civil Society and Grantees Organizations:-

2.1 Good Governance

- FCS and Grantees shall have a written constitution or a memorandum of association that clearly defines mission, objectives and organisational structure.
- FCS and Grantees shall strive to ensure we have clear separation of power and functions between the constitutional authority and operational structure (employees).
- FCS and Grantees shall ensure that all budgets/finance reports are openly displayed in their offices/notice boards, workshop places as well as distributed to members and relevant authority at particular level.
- FCS and Grantees shall follow national labour legislation as a minimum standard.

2.2 People-Centered and Community Priority

- FCS and Grantees shall see our efforts as a means for people and communities to solve their problems by themselves. We encourage and advance the right of people, especially the most vulnerable members of the society, to fully participate in decisions that affect their lives.
- FCS and Grantees shall ensure the design of our programs take into account the needs and priority of the community and the well being of the environment and the country.
- FCS and Grantees shall ensure that our programs will be planned, designed, implemented, monitored and evaluated with egalitarian practice and the participation of the people concerned.
- FCS and Grantees shall abide by the principle to allocate resources efficiently and effectively within our organisation and our target communities.
- We shall respect and adhere to national and internationally recognised human rights.

2.3 Impact to community

- FCS and Grantees shall develop and promote clear and measurable impact indicators for our programs and projects in order to gauge their relevance and effectiveness.
- FCS and Grantees shall make accessible to the public the findings of any assessments or evaluations of our activities.
- FCS and Grantees shall institute proper mechanisms for the internal and external evaluations of our programmes

2.3 Sustainability Strategy

- FCS and Grantees shall strive to ensure that all our programs will be designed in full consultation with community and other interested parties. Projects that will be taken over by target communities or by government bodies shall be designed and facilitated to enhance sustainability.
- FCS and Grantees shall work with the target community to ensure sustainability of projects.

2.4 Communication and Access to Relevant Information

- FCS and Grantees shall share and exchange information and experiences pertinent to our mission with the view to promote learning, culture of transparency and common understanding.
- Core policy documents and guidelines of the FCS including grants application guidelines should be followed and made easily available to relevant stakeholders.
- FCS and Grantees shall communicate in a clear and simple language (including sign language) and apply written and/or oral translations when needed in order to promote popular participation.
- FCS and Grantees shall conduct regular meetings in order to share information internally. Major relevant decisions and changes can be shared with other stakeholders.
- FCS and Grantees shall encourage the use of Information Technology (e-mails and website) to enhance communications and access to information.

2.5 Ethical Integrity, Fairness and Equity

- FCS and Grantees shall be truthful in all our activities and refrain from practices that undermine the moral and ethical integrity of our organisations.
- FCS and Grantees shall accept funds and donations only from sources whose aims are consistent with our mission, objectives and capacity and which do not undermine our independence and identity.
- FCS and Grantees shall exercise and promote fairness, impartiality and equity in all of our activities and in our dealings with interested parties, community partners and the general public.
- FCS and Grantees shall seek to advance gender and age balance and equity and endeavour to ensure the equal participation of women, the youth, older persons as well as people with disabilities in our development initiatives.

2.6 Transparency and Accountability

- FCS and Grantees shall be transparent and accountable in all our dealings with the Government and community partners, the public, donors and other interested parties.
- FCS and Grantees shall use all available opportunities (annual reports, notice boards, office walls, newspapers etc) to inform the public about our work and about the origin and use of our resources.
- According to the NGOs Act 2002, 29 (a and b), FCS and Grantees shall make available to all concerned bodies, the Board and NGO Council our annual financial and activity reports.
- FCS and Grantees shall devise and develop sound financial guideline and systems in order to manage our accounts.
- FCS and Grantees shall be truthful and honest in all matters related to the raising, using and accounting for funds.
- The FCS and Grantees shall ensure that all financial statements are made available upon a request by relevant and interested parties.

2.7 Standard Procurement Procedures

- In the FCS and Grantees, procurement should ensure getting 'value for money' and shall observe a high degree of transparency in procurement processes.
- For any expensive procurements (above TZS 500,000), The FCS and Grantees should acquire quotations from a minimum of three different suppliers.
- In the FCS and Grantees, service provider and sales of major equipment should be offered through public tender.

2.8 Anti - Corruption

- FCS and Grantees define corruption as: 'The misuse of entrusted power for private gain'.
- FCS and Grantees shall not engage in corrupt practices.
- FCS and Grantees shall act whenever they come across corruption.
- FCS and Grantees shall mainstream anti-corruption strategies and actions.
- FCS and Grantees shall promote the spirit of sound stewardship and commitment in the work place.

3. Code Commitment, Observance and Evaluation

- FCS and Grantees shall endeavour to exercise self regulation in relation to this Code of Conduct with a view to ensure proper functioning of the organisations in all matters.
- The Code of Conduct shall be included in the Grantees Organisation Contracts. Grantee and FCS will sign the CoC prior to the commencement of the implementations of their projects.
- In November every year, FCS and Grantees will fill out a self-assessment questionnaire related to this Code of Conduct and submit to the FCS in January. The results will be shared at the CSOs Annual Forum and in the Foundation News and Website.
- The Foundation shall support Grantees with capacity building initiatives related to good governance within CSOs.
- FCS officers, Consultants and Partners may monitor Grantees performance regarding CoC during visits. Correspondingly, Grantees may visit FCS in order to monitor the implementation of this CoC.

4. Revision

- Revision of the Code will require the recommendations of two-thirds of the signatories as will be reflected in their annual self assessment forms.