



A Practical Guide to NGO and Project Management

Iqbal Shah

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The purpose of this book is to bring to managers and field staffs of NGOs hands on tools and standardized procedures that ensure a viable systematic documentation, without which NGOs would not be able to earn credibility and integrity for internal and external monitoring. The book contains practical tools and procedures for beginners, mid level and senior NGOs staffs that ensure proper understanding of modern day systematic documentation of NGOs operation. It aims to bring about operational Standard Operating Procedures to systematically document progress on projects. Generally speaking, there are many books you will find on NGOs management, but the current book that you have in your hands is different in the sense that it emphasizes practical over theory. The book calls for a system to be in place that ensures credibility and integrity on the part of NGOs. Smart documentary evidence by following SOPs ensures NGOs' internal and external accountability. As for example, administrative SOPs ensure a smooth functioning of NGOs' staffs by bringing forward policy tools for facilitation and healthy working environment. Financial accountability can be brought forward by following finance SOPs. NGOs can earn approval and credibility of donors by following certain practical procedures and also can ensure internal accountability and proper and smooth functioning of organization's hierarchy. NGOs are formed and perished, why? It is because they do not follow proper procedures, no matter how knowledge you have, but it is the practical documentation of your project operation that counts. Unless and until you know these practical procedures and applying them, you never get to the donors or foster that relationship. So no NGO can compromise its practical viability by having no practical procedures to follow. Donors' approval comes with practical viability and that in turn comes with having to follow practical procedures that govern NGOs operation. So if there are no practical governing rules and procedures of an NGO, then there will be no donors to approve of your projects. The book incorporates nearly all SOPs currently in practice pertaining to NGOs administration, human resources management, finance management, logistics and warehouse best practices, report writing, practical project management tools, practical community mobilization techniques and proposal writing. So the book caters to the needs of all NGOs staffs ranging from NGO kick Starter to field staffs, senior level managers and board members. Many key concepts are being presented diagrammatically to make them understandable in more lucid manner and put them to practice. I acknowledge all those training institution, friends and colleagues that gave me food for thought which culminated in writing this practical book for all NGOS staffs.

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