We have developed clear and comprehensive policies for its various management systems. Documented policies and procedures provide guidance and a basis for consistent treatment of financial matters, Code of conduct, Gender, Child-protection, Safety, and Human Resource and a foundation for controls and accountability.

**HUMAN RESOURCE MANAGEMENT**

We have created a recruitment process that is ethical, clear and transparent. STSF gives due priority to hiring from the local population whenever it can. For each position, we focus only on looking for candidates with the right competencies who show strong potential while avoiding any bias due to gender, ethnicity or conflict of interest.

After hiring, STSF’s HR policies aim to facilitate a transparent and equitable working environment that reflects the organization’s overall vision for a better society. We put in the effort to maximize employee satisfaction and workplace harmony (which STSF believes is key for productivity and effectiveness in the face of demanding challenges). Policies towards this effect include clear job descriptions, a unified organizational ethos that addresses professionalism and ethical conduct, an openly viewable and attractive salary and benefits structure (which includes social benefits as well as fair per diem policies for all employees) and a clear and documented performance appraisal system. All of which is implemented through a clear management structure and reflected precisely in pre-written contracts.

**FINANCIAL MANAGEMENT & ADMINISTRATION**

STSF has a strong financial accounting system in place which meets all set standards to fulfil donor requirements. It is based on the principles of transparency, efficiency and accountability.

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For transparency, STSF emphasizes adequacy of accounting and book-keeping practices (including cash-books, General Ledgers, Bank Reconciliation, Trial Balance, petty cash register and other supporting documents for records) and completeness of financial documentation.  According to partner requirements, we also maintain separate bank accounts for funding from each of our partners. In addition, Quarterly audits are undertaken to further improve the financial system and enhance transparency. This control mechanism supports in covering gaps and responding to them in a timely manner.

The external audits are conducted by a third party at the end of every grant. The internal audit and control system facilitate the external audits and supports in meeting the requirement of donors. The organization uses Quick book (TM) software which supports in securing procedures of punching data, helps in the generation of reports and provides backup of data. This software does not allow changing, editing or deleting data, once it is translated to GL.

For efficiency, we emphasize receptiveness and responsiveness to our partner organizations’ finance and procurement recommendations. In addition, our finances are managed through modern accounting systems (e.g. serialized voucher systems, etc.) and centralized cash and liquidity management and forecasting.

For accountability, STSF holds an annual audit of accounts and provides timely and accurate financial analysis and reports based on their results openly to its partners. STSF’s Documentation is also reviewed internally to exercise adequate controls on disbursements and purchases. STSF’s internal organizational ethos and policy on ethical conduct serve as the basis for encouraging whistleblowing and appropriate consequences for misconduct.

**PROCUREMENT & ASSETS**

STSF’s wealth of previous experience in projects involving large scale procurement (see list of projects below) showcases its capacity to manage and track assets on a large scale in a responsible manner. STSF complies with all standard and partner-specific procurement guidelines and maintains a policy of ensuring adequate documentation of the process. In addition, as per its financial policy, guarantees receptiveness and responsiveness to its partner’s procurement/financial recommendations.

**PROJECT PLANNING & REPORTING**

STSF’s project management strategy is based on having clear-cut and comprehensive initial planning along with regular internal reporting to allow that plan to change based on circumstances. The first crucial stage includes project planning meetings towards the development of a detailed implementation plan with clear rules and responsibilities an expected outcome of activities. This activity is performed with the project staff involved as well to enable them to clearly understand the project objectives and activities, and have input for their experience. Monitoring mechanism and performance and progress indicators are finalized.

This is all complemented with the preparation of a review process protocol based on field reports that allow the management to adapt initial plans based on ground realities and allows the organization to remain flexible.

The organization believes in setting priorities based only on realistic plans available to achieve them, and as such can be relied upon to submit realistic and detailed budgets and working strategies, in addition to regular budget reviews and cost-effectiveness assessments.

Therefore, appropriateness and quality of project design and proposals as well as regularity of accurate project reports is a priority of STSF.

**PROJECT IMPLEMENTATION & PERFORMANCE**

Through STSF’s past experience with implementation, along with its policies of maintaining clear frameworks and plans, the organization has a reputation for reliability in terms of timeliness of project delivery, achievement against project targets (our efficiency), and achievement against impact targets (our effectiveness).

STSF’s implementation and performance policy is based on the principles of clear initial planning, continual review and flexibility of implementation based on said review.

As such, internal project monitoring and evaluation of performance are incredibly important to our project implementation, and in helping ensure our project targets are reached. The completeness, accuracy and timeliness of reports produced by internal monitoring are maintained to a set standard and regularly shared with partner organizations and centralized STSF management, whose feedback is then incorporated into efforts on the field.

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In addition, community participation and consultation in project development has also kept a priority and used to inform implementation.

Lastly, overall expertise and above-adequate (based on initial plans) number of project staff ensure a high level of operational capacity and ability to adjust the project to address challenges as required.

Because of its policies, technical expertise and wealth of experience, STSF brings proven credentials in terms of the quality of services rendered to the table.