

Annex 2: Organizational Questionnaire

Full name of the Organization and abbreviation	Culture and Free Thought Association (CFTA)
E-mail of contact person	majeda@cfta-ps.org ; cfta@cfta-ps.org
Mobile Phone of contact person	0599400755
Main office address	Hai al Amal – Khan Younis – Gaza Strip
Sub Offices Addresses	Mawasi Khan Younis – Tal Aljinan Chalet
Establishment Date	1991
Website or Facebook page	Cfta-ps.org Facebook@91

GOVERNANCE AND COVERAGE

Is your organization registered in the country(ies) of implementation? If yes, please provide registration number/proof. If not, please explain	Yes Registration No. 1951
Which are the geographical areas the organization works in in the country and what is the field presence?	Middle camps and the south of Gaza Strip
How many permanent staff members work in the country office/programme?	170
Is there a clear distinction between supervisory and executive powers/leadership, allowing for segregation of duties and authority? If yes, please provide details	Yes, CFTA has general assembly which elect the 7 members of the board who sees the overall policies and strategies related issues of the organization. CFTA has a general director, programs directors, financial department which includes the financial manager, main accountant, financial data entry, assistants and admin assistant. CFTA has procurement department which is totally separate from the financial departments. CFTA has MEL department and internal auditor and legal advisor. Each program director has staff who are specialized and supports the overall strategy of CFTA. Each department is separate from the other, however, communications are clearly governed by policies and procedures. CFTA has technical manuals for each department like procurement, HRs, financial etc.

EXTERNAL ENGAGEMENT

Which clusters and / or humanitarian networks are you actively engaging with?	Education Cluster GBV sub-cluster Health Cluster The Child Protection Area of Responsibility (CP AoR) Cash Working Group PNGO Network Arab NGOs Network Awn Network for Legal Aid
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	Feminist Humanitarian Network Site management working group Arab reform Initiative
Does the organization coordinate its work with other civil society organizations, authorities, or UN agencies at the local, national, or international levels? If yes, please provide details.	CFTA coordinates its work with local women organizations, ministry of Health, Ministry of Education, local and international organizations, UNDP, UNICEF, UNFPA, UN Women, UNRWA & OCHA. The coordination is at the interventions level through different interventions and projects that are running either in partnership or meets with CFTA's strategy For example: CFTA coordinates with local and UN agencies in the distribution of humanitarian items, also, CFTA coordinates with AWN network on legal issues, CFTA also coordinates with local and international NGOs to ensure good and protected referrals pathways to its target groups CFTA has an extensive network of partners from NGOs and CBOs, which provides significant experience in collaborative coordination during program and project implementation, as well as strong, trusting relationships with community committees.
Does the organization engage in public or political processes (i.e. national and local government policy or budget discussions / decisions)? If yes, please provide details	CFTA was part of the national strategic planning with the ministry of education and the municipality of Khan Younis CFTA organizes different people led campaigns to influence the participation of communities and people of concerns at the ministries and municipalities level. The aim of coordination is to provide best effective services to the target groups and ensure no duplications.
PROGRAMMATIC CAPACITY	
Does the organization have a stated mission and vision? Please provide the link if publicly available	Mission We contribute to empowering and strengthening the resilience of Palestinian society through dual participatory development and humanitarian interventions and programs based on the principles of social justice and the Human Rights Based Approach. Vision CFTA aspires to a society where every Palestinian enjoys social justice and human rights as enshrined in the Universal Declaration of Human Rights and other international human rights treaties. www.cfta-ps.org http://cfta.ps/About
Who are the target groups, beneficiaries, or participants of the organization? Is there a specific focus on underrepresented groups?	Children 5 to 18 years old girls and boys with and without disabilities Youth 19+ both genders with and without disabilities Women of all ages with and without disabilities Active community members through community led initiatives and other community work Displaced families CBOs and their staff through the capacity building support and financial support
What is the geographical focus of the organization?	Middle and south of Gaza Strip
What is the organization's programmatic focus (e.g., sectors of intervention, initiatives, emergency response, etc.)?	CFTA's programmatic focus is primarily on three key sectors: the Children Program, the Women & Health Program, and the Youth & Community Program. These sectors address critical areas such as education, health, humanitarian aid, and community development. In addition to these programs, CFTA places a strong emphasis on capacity building for its target groups and CBOs, alongside advocacy and

	humanitarian initiatives. Furthermore, the organization is committed to emergency response efforts, actively addressing urgent community needs during crises. This comprehensive approach ensures that CFTA effectively meets the diverse needs of the communities it serves.
What processes are in place for beneficiary/participant identification that allow us to independently target the most appropriate/vulnerable ones?	CFTA employs several processes to independently target the most vulnerable beneficiaries. This includes conducting assessments through surveys, interviews, and community consultations to identify specific needs. Clear eligibility criteria are established based on socioeconomic status, health conditions, and demographics for each project. Community leaders and members are involved to utilize local knowledge, ensuring accurate identification of those in need. Data collection methods, like questionnaires and databases, are used, along with referral mechanisms for community recommendations. Ongoing monitoring and evaluation help assess the effectiveness of the identification process and adjust based on feedback and evolving community needs.
Is there a systematic process to gather feedback and complaints from the people/communities through safe, discreet feedback and complaints mechanisms that are easily accessible and known to all program participants and communities?	Yes, CFTA has established complaint and feedback mechanisms as part of its accountability to affected persons (AAP) policy. A systematic process is in place to gather feedback and complaints from communities through tools like suggestion boxes, hotlines, focus group discussions, and community meetings. These resources are well-communicated to the community and targets via CFTA's online platforms and field teams, ensuring all stakeholders know how to voice their concerns. The processes prioritize respondent anonymity and promote open communication, fostering trust and facilitating continuous improvement in program implementation.
Does the organization have a documented risk register and a risk management process?	Yes, CFTA has a risk management process in place. The risk matrix identifies potential risks, assesses their levels, and outlines mitigation strategies. It includes regular monitoring and review to ensure effective management of risks. This systematic approach enables CFTA to proactively tackle challenges and enhance overall resilience. Additionally, CFTA has a flexible contingency plan that includes all mandate sectors and outlines strategies for navigating crises or emergencies.
What is the current overall budget for the organization's activities? For this year (2024) and the year before (2023), in USD	2023/ 3937916 USD 2024/ 3574411 USD
FINANCIAL CAPACITY	
Does the organization have a financial policy that details its accounting standards, rules, and procedures? If yes, please provide details.	Yes, the financial policy at CFTA governs all financial procedure's role, responsibilities, level of decision making etc. it is governed by the organization rules and basic law and the local legal orders in the country.
Does the organization have a documented approval process and internal controls in place that ensure a clear segregation of duties? If yes, please provide details.	Yes, CFTA has a documented approval process and internal controls to ensure clear segregation of duties. This includes defined approval hierarchies, starting with the financial assistant who prepares transactions, followed by the program manager, main accountant, financial manager, intrnal auditor, and finally the CFTA general director. The CFTA also maintains distinct role definitions to prevent conflicts of interest, dual control procedures for critical transactions, regular

	internal audits, and required documentation for all transactions. These measures enhance transparency, accountability, and integrity in financial operations.
Does the organization have a qualified finance team with clearly defined roles and responsibilities? If yes, please provide details.	Yes, CFTA have financial department which includes a qualified finance team; financial manager, main accountant, financial data entry, assistants and admin assistant for each program. Also, CFTA has internal auditor who conducts regular audits to assess financial controls and compliance, providing recommendations for improvements. Each member of the finance team has clearly defined roles, ensuring accountability and efficiency in financial operations while contributing to the overall financial health of the CFTA.
Please provide details on the process for preparing, approving, and monitoring the annual budget plan.	The annual budget process starts with CFTA centers/programs submitting their proposals for revenues and expenditures needs. The finance team consolidates these into a draft budget for review by senior management and the board of directors for approval. After implementation, the finance team monitors actual expenditures, providing regular performance reports.
Does the organization have an accounting system based on double-entry bookkeeping that meets basic accounting standards? If yes, please provide details.	Yes/ Al-Aseel accounting system
Is expenditure supported by original invoices, duly authorized payment vouchers, and receipts from suppliers (i.e., adequate supporting documents)? If yes, please provide details.	Yes, expenditure is supported by original invoices obtained by the CFTA procurement department based on supply orders, along with authorized payment vouchers and supplier receipts. Each payment request includes these detailed invoices, approved payment vouchers, and receipts as proof of transaction. This documentation ensures transparency and accountability in financial processes.
Does the organization have a bank account registered in its own name? If yes, please provide details.	Yes, CFTA has a main account under the name of CFTA, along with sub-accounts for each project as needed.
PROCUREMENT AND SUPPLY CHAIN CAPACITY	
Does the organization have and follow counterterrorism policies requiring systematically vetting partners and suppliers? If yes, please provide details.	No
Does the organization have clear procurement regulations/policy? (Yes, No)	Yes
Does the organization have a clear policy for segregation of duties and delegation of authority in the procurement process? If yes, please provide details.	Yes, CFTA has a clear policy for segregation of duties and delegation of authority in the procurement process, which is completely separated from the financial department/manual. This policy designates specific roles for each stage: different individuals initiate requests, a designated authority approves them, and separate personnel execute purchases and process payments.
Are quotations or invoices collected before purchases are made? If yes, please provide details	Yes, according to CFTA's procurement policy, purchases up to 2,000 ILS are made through a direct process. For amounts between 2,000 and 10,000 ILS, price offers must be solicited to obtain at least three bids. For purchases between 10,000 and 20,000 ILS, bids are announced on the CFTA website, while purchases of 20,000 ILS and above require

	announcements in a newspaper. The goal of these procedures is to obtain competitive price quotations.
Does the organization have an asset or inventory database? If yes, please provide details.	Yes, CFTA has an electronic asset and inventory database that tracks all items, including descriptions, quantities, locations, and acquisition dates. It is regularly updated to reflect changes such as new purchases and disposals, ensuring accurate reporting and compliance with financial regulations. An annual inventory is conducted by a management committee, along with occasional spot checks, and damaged items are excluded from the report, with remaining assets recorded in the CFTA's budget.
Does the organization have procedures for managing stocks and warehouses? If yes, please provide details.	Yes, CFTA has procedures for managing stocks and warehouses. This includes keeping track of inventory in a database, checking and recording received goods, and organizing items for easy access. Regular audits help monitor stock levels and catch any discrepancies, while there are steps for reordering supplies to avoid running out. Safety measures are also in place to protect against theft and damage, ensuring everything runs smoothly and efficiently.
Does the organization Have	
Strategy in place? If yes, please provide details.	Yes, CFTA has a strategy in place. This strategy outlines its mission, vision, and core values, guiding decision-making and actions. It includes specific goals and objectives across various areas. The strategy is regularly reviewed and updated to adapt to changing circumstances and ensure alignment with the organization's overall mission.
Framework for Accountability to Affected Populations? If yes, please provide details.	CFTA's Framework for Accountability to Affected Populations is rooted in the principles of transparency, participation, inclusion, and responsiveness. Through clear communication, effective feedback mechanisms, community engagement in decision-making, and protection of vulnerable groups, CFTA ensures that affected populations are not just passive recipients of aid but active participants in shaping the interventions that impact their lives. The framework enhances trust, promotes human dignity, and ensures that programs are adaptive, inclusive, and results-oriented.
Code of Conduct or other ethics policy? If yes, please provide details.	Yes, the CFTA has ethical guidelines and codes of conduct that all staff members have read and signed. These guidelines emphasize integrity, transparency, and respect for human rights while promoting environmental sustainability and fair competition. Additionally, they govern the relationships between members and the community, as well as among members themselves, based on ethics and professionalism.
Policies and procedures to prevent sexual exploitation and abuse? If yes, please provide details.	Yes, the CFTA has a PSEA manual that all staff have been trained on, which includes a zero-tolerance policy against sexual exploitation and abuse (SEA). Key components include a code of conduct, safe reporting mechanisms, and clear investigation procedures. Field workers are encouraged to raise awareness about PSEA among the community and target groups.
Policies on Protection Mainstreaming, Inclusion, Child Protection? If yes, please provide details.	Yes, the CFTA has policies on protection mainstreaming, inclusion, and child protection. Protection mainstreaming integrates protection principles into all programs, focusing on safeguarding the rights and dignity of affected populations. The inclusion policy ensures marginalized groups can participate in decision-making and access

resources. Additionally, child protection policies aim to prevent exploitation and abuse, providing staff training on child rights and establishing safe reporting mechanisms.

Majeda Alsaqqa

General Director

