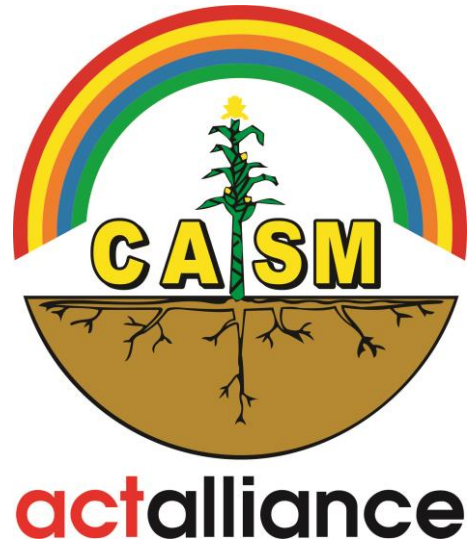


Comision de Acción Social Menonita



INSTITUTIONAL PROFILE

Update, March 2018

San Pedro Sula, Cortes

March 2018

Honduras

1. NAME AND PLACE OF THE ORGANIZATION

1.1. Mennonite Social Action Commission (CASM)

1.2. RTN. 05019995145666

1.3. Headquarters

Barrio Guadalupe, 21 and 22 street, 3 Ave. N.E. House # 2114, San Pedro Sula, Cortés, Honduras.

(504) 2552-9469 / 70, (504) 2553-5437, (504) 2552-0411, (504) 9460-0779

Emails: address@casm.hn, administracion@casm.hn, casm@casm.hn

Website: www.casm.hn

1.4 Main contacts

Executive Director: Nelson Davidson Garcia Lobo, identity 1506-1960-00010, RTN 15061960000108

Administrative Manager: Elmer Salathiel Henriquez, identity 1413196900158, RTN 14131969001585

1.5. Regional Offices nationwide:

• **Cortes: Main Office.** (Barrio Guadalupe, 21 and 22 street, 3 Ave. N.E. House # 2114, San Pedro Sula, Cortés, Honduras.)

Choloma Regional Office, Cortes Regional Office of Sula.

• Copan: Copan Ruinas Regional Office.

• Colon and Gracias a Dios: Tocoa regional offices with branch offices in Iriona, Puerto and Juan Francisco Bulnes, Brus Laguna and Puerto Lempira in the department of Gracias a Dios.

• Santa Bárbara: Regional Office in Macuelizo and regional office in Atima Santa Barbara.

• Lempira: Regional Offices in Tomalá and La Campa

• Francisco Morazán: Liaison Office in Tegucigalpa.

2. ORIGIN AND PHILOSOPHY

2.1. Origin

CASM is a Christian institution, facilitator of integral human development processes, nonprofit, which was born in the Evangelical Mennonite Church of Honduras in September 1983.

2.2. Philosophy

Because of its origin and its connection with the Mennonite Church, CASM is based on the fact that God is the center of the universe and the family the fundamental unit of society. Under this Christian concept of Anabaptist-Mennonite tradition, based on love, peace, justice, non-violence and solidarity is that as an institution, we believe that all families have the right to social integration, to the use and rational use of resources, to have more opportunities and greater capacity for management and negotiation, so that they can obtain greater participation in the social, economic, political, cultural, spiritual and, therefore, greater well-being, better condition and quality of life. lifetime.

2.3. Principles and values

- Faith in God
- Love of neighbor
- Justice
- Peace and nonviolence
- Solidarity
- Service vocation
- Respect
- Equity
- Honesty

3. INSTITUTIONAL INTERVENTION STRATEGY.

3.1. Vision and mission

• Vision

Being a Mennonite NGO that accompanies processes of integral human development based on Christian ethical values, with a focus on human rights.

• Mission

Accompany families and social organizations committed to transforming the country for a fairer society.

3.2. Program Objectives:

• Construction of Citizenship and Human Rights

Promote the construction of citizenship in the intervention communities under a human rights approach.

- **Reduction of Socio-Environmental Vulnerabilities**

Reduce socio-environmental vulnerability in the areas of institutional intervention.

- **Social Productive Development**

Improve the economic and social conditions of the population in the areas of institutional intervention.

3.3 Institutional Development:

Strengthening the processes, institutional rules, human and professional capital of CASM.

- Crosscutting: Biblical-theological perspective Human Rights, Children and Youth Gender equality Reduction of Disaster Risk.

3.4 Main Work Lines

- **Construction of Citizenship and Human Rights**

Integral Mission (of church / ecclesial leadership)

Citizen Political Training

Transparency and accountability

Promotion and Training in Human Rights

- **Reduction of Socio-Environmental Vulnerabilities**

Adaptation and mitigation to climate change

Preparation and attention to disasters

- **Social Productive Development**

Food sovereignty and nutrition

Entrepreneurship and Entrepreneurship

Co-management of projects and social initiatives to vulnerable groups (children, youth, senior citizens, women, etc.)

3.5 Institutional Development

Development of human talent Improvement of work processes and methods Institutional Sustainability Knowledge Management Organizations and People served Municipal Civil Society Networks Citizen Commissions of Transparency: Local governments Mancomunidades Ecclesial Leaders Municipal / Local Emergency Committees (CODEM / CODEL) Environmental Networks Internal Staff of the Institution Social sectors at greater social disadvantage (Women, Young people, Older Adult, boys and girls, ethnic groups). Associations and networks of Producers.

4. ORGANIZATION

4.1 Legal Registration

CASM is a non-governmental association, with legal status under resolution No. 94-91 granted by the Ministry of the Interior and Justice of the Republic of Honduras, dated September 3, 1991. Registered with the Directorate Registry and Monitoring of Civil Associations (DIRSAC) under Number 2003001439, dated May 12, 2013.

4.2 Internal structure of organization and decision making

• Managerial or Senior Management Level:

CASM has a General Assembly with 30 members who are held accountable annually for all the actions of CASM, a Board of Directors with 5 members that appoints a General Directorate. The latter are responsible for the direction and organization of all actions aimed at achieving the vision of the institution.

• Intermediate level

There is a Management and Advisory Team (EGA) that is integrated by the Program Management and PME Direction and Administration. A Management Team, composed of the members of the EGA and the Regional Managers.

These two spaces mentioned above support the Directorate to establish strategic guidelines and methodologically orientate the processes promoted in the regions.

• Field Level

Each Regional office has a team composed of a Regional Management, an Administrative Management and field technicians according to the programs and projects that are executed.

5. RULES AND WORK PROCEDURES

5.1 Institutional Policies.

- Code of Personnel Conduct
- Child Protection Policy
- Policy of Transparency and Conflict of Interest.
- Project Management Policy.
- Relationship Policy saw. Volunteering policy APP
- Vehicle Use policy
- In review and update is the Gender Equity policy.

5.2 Administrative Rules:

There is a Manual of Administrative Procedures which guides to the administration-accounting management of the organization with Internal Work Regulations, and other

guidelines on Human Resource Management processes, such as the selection of personnel, development and performance evaluation. . As an institutional norm, as stated in the bylaws and in the Manual of Administrative Procedures, audits will be conducted every six months in the periods from January to June and July to December of each year, it is said that CASM will provide an When the audit of the cooperation agencies is necessary, it is necessary to visit the project, to know the records about the financial information presented, as well as when external audits are required on their part for specific funds and projects executed or in execution.

5.3 Control and follow up:

CASM to establish quality control of its programs and projects has a Planning, Monitoring and Evaluation (PME) system through which the Management and Advisory Team (EGA) and the Regional Managements provide technical and administrative follow-up and monitoring to all of its intervention processes, within this system there are instruments that allow collecting the perceptions of the technical teams and the target population on the services that are provided. Likewise, participatory evaluations are established internally and externally, at an intermediate level and end of the projects: what allows to reorient the processes for the search of the institutional objectives.

5.4 Complaints and Congratulations System:

CASM has a procedure for the management of complaints and congratulations that is linked to the demand of the Code of Conduct and policies such as transparency and child protection. The purpose of this instrument is to provide internal and external actors with a mechanism that allows them to submit complaints in order to follow up and feed back by taking the necessary measures to correct and apply disciplinary rules.

The mechanisms for receiving complaints and congratulations are: complaint boxes located in each of the CASM offices, special mail account: quejas@casm.hn. You can also write to the postal section 2757 of San Pedro Sula.

6. EXTERNAL RELATIONS.

6.1 Cooperation

CASM has had technical and financial cooperation relationships with different US non-governmental organizations such as Church Word Service (CWS), Lutheran World Relief (LWR), Lutheran Church of America (ELCA), United States Government agencies such as Interamerican Foundation (IAF), Department of Labor (USDOL) and national programs funded by USAID, Childfund, World Vision, Mennonite Central Committee (CCM), as well as European NGOs such as Swedish Diakonia, ICCO Netherlands, DCA Denmark, PPM of Germany, United Hands of Spain , Tearfund, Oxfam and Christian Aid (CAID) of England; International organizations such as the HIV Global Fund, the European Union (EU) and the Inter-American Development Bank (IDB).

6.2 Coordination and Joint Work:

A fundamental aspect of the CASM methodology is to work in coordination with the different local actors, associations, other NGOs and other institutions of the central government, such as: Institute of Forest Conservation (ICF), Secretary of Health, Secretary of Education, Directorate of Childhood, Adolescence and Family (DINAF), Secretary of Labor, Honduran Social Investment Fund (FHIS), Permanent Contingency Commission (COPECO) and others with whom it is necessary for intervention. An approach is sought with regional and national leaders of popular sectors in order to contribute to the generation of consensus around the issues and processes aimed at the necessary paths in the country.

6.3 Spaces and Networks

Active participation in national and international spaces and networks is maintained. Among these entities, the following stand out:

- **Internationally in the following spaces:**
 - **ACT Alliance**, CASM is a full member of the Action By Churches Together (ACT Alliance) which is a global alliance of faith-based churches and organizations that work in humanitarian aid and development. It also participates in the national expression that is the ACT Honduras Forum.
 - **REDPAZ**, The Peace and Justice Network for Central America works on the subject of training for peace and conflict transformation.
 - **CCM**, Mesoamerican Christian Community, works on issues of advocacy, gender, risk management, youth, childhood and others from a theological perspective.
 - **CCAD Central American Democracita Coalition** is a space of the countries of the North Triangle of Central America that works on the issues of Human Rights, Economic-Social Justice and Strengthening the Rule of Law

- **At the National level we have participated in the following spaces:**
 1. **ANAFAE** National Association for the Promotion of Ecological Agriculture.
 2. **FOSDEH** Social Forum of External Debt of Honduras.
 3. **FOPRIDEH** Federation of Non-Governmental Development Organizations.
 4. **ASONOG** Association of Non-Governmental Organizations.
 5. **ACI-ERP** Fund, Casm is part of the Strategic Forum and Program Committee of the Evangelical Confraternity Fund of Honduras (CEH)

7. AWARDS AND CERTIFICATIONS

7.1 Awards

For its work in environmental protection, risk management and adaptation to climate change, CASM has been recognized nationally and internationally, won 3 times, 2 and 3 place of the National Environment Award and on one occasion the first place, Internationally has been awarded at the level of the Trifinio, Mesoamerican and was recently awarded with the World Award for Best Practices of Adaptation to Climate

Change and Risk Management in the Framework of the Sendai Summit on Risk Management.

One of his experiences at La Mosquitia Hondureña, supported by the IDB, was included in the 10 best MIF experiences in his 20 years of work.

7.2 Certifications:

CASM is registered with the Honduran Institute of Childhood and Family (IHNFA now DINAF as an organization that works with and for children and adolescents with registration # 217-2011, certified in the Ministry of Health for conducting frayed HIV tests with registration 184874. Also certified in COMRURAL, with reference number 922-2011 and PRONEGOCIOS, registered with the DIRSAC with reference number 2003001439, has a registration with the European Union, PADOR with reference number hn-2008-2306410045 and registered in USAID with a DUNS 85-066-3832.