



**Rwanda NGOs Forum on AIDS and Health Promotion (RNGOF on AIDS&HP)**

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**RNGOF on  
HIV/AIDS & HP :  
ASSET  
MANAGEMENT  
POLICY**

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**Rwanda NGOs Forum on HIV/AIDS & Health Promotion (RNGOF on HIV/AIDS & HP)  
Asset Management Policy**

**PREAMBLE**

RNGOF on HIV/AIDS & HP possesses assets to enable the delivery of services to staff, member organizations and community at large . The organization also possesses assets such as a vehicle, furniture, equipment, information technology hardware and software which are utilized by the staff to administer, manage and support the services provided by RNGOF on HIV/AIDS & HP.

Asset Management is a broad term that encompasses all of the various actions that RNGOF on HIV/AIDS & HP undertakes to ensure that its assets are efficiently planned, delivered, managed and reviewed in a cost effective, sustainable manner. Asset Management is a core activity of RNGOF on HIV/AIDS & HP- as such, every employee of the organization is either directly or indirectly involved in the management of the assets.

RNGOF on HIV/AIDS & HP's asset Management activities are undertaken with reference to the applicable policies, strategies and service needs of the various departments of the organization. Our present generation has been enriched by access to and use of assets passed on to it by previous generations. There is a reciprocal obligation on the current generation to fund the replacement and creation of assets which will enrich the work environment of future generations.

This concept is known as intergenerational equity and this Asset Management Policy intends to address the debt we owe to the past and pay it forward to the future through setting asset renewal targets. Well maintained organization assets play an important role in forming the look and feel of an RNGOF on HIV/AIDS & HP. This policy recognizes the impact that RNGOF on HIV/AIDS & HP's assets have on the wellbeing of the organization and its members as well

## **1. BACKGROUND OF RNGOF on HIV/AIDS & Health Promotion.**

Rwanda NGO Forum on HIV/AIDS and Health Promotion (RNGOF on HIV/AIDS & HP) is an umbrella/network of local, national NGOs committed directly or indirectly to fighting against HIV/AIDS in Rwanda. It was created in 1999 and gathers more than 100 national NGOs members whose activities in fighting against HIV/AIDS and the promotion of health in Rwanda are coordinated, monitored and evaluated. The Forum is a network of National NGOs decentralized up to district level. It is also a member of the Rwanda Civil Society Platform (RCSP) at National level, the Eastern Africa National Network on AIDS Service Organization (EANNASO) at the regional Level, African Council on AIDS Service organization (AFRICASO) and International Council on AIDS Service Organization (ICASO) at international level. In its day-to-day activities, RNGOF on HIV/AIDS & HP deals with coordination, capacity building, advocacy, funds mobilization and Monitoring and Evaluation of activities of its members in collaboration with key partners in particular, Rwanda Bio Medical Center (RBC).

### **1.1.RNGOF on HIV/AIDS&HP Structure**

The RNGOF on HIV/AIDS&HP is a network of NGO (Local, National and International NGOs) decentralized up to district level, which are interested in and committed directly or indirectly to fighting against HIV/AIDS in Rwanda.

Its organizational structure is composed of a General Assembly chaired by the President of the Board of Directors. The second body is the Board of Directors, elected by the General Assembly from member NGOs. The third body is the Conflict resolution organ composed of 3 persons elected by the General Assembly based on their integrity.

The daily management of the RNGOF on HIV/AIDS&HP is vested in an Executive Secretariat headed by a Coordinator recruited transparently by the Board of Directors by virtue of competence. The Executive Secretariat is composed of 2 Departments, one in charge of Programs and the other for Administration and Finance. Finally a Coordination committee composed of three members at the level of each District is elected by member NGOs operating at the District level.

The General Assembly is the highest governing body, whose decisions and instructions always outweigh those of other organs of the organization. It comprises all effective members.

Under the General Assembly body, the second principal governing body is the Board of Directors which exercises ongoing governance functions such as setting the organization's policies and strategies

or safeguarding and promoting the organization's mission. The conflict resolution organ promotes mediation and strives to find solutions to complaints from member NGOs of the Forum.

The Executive Secretariat on the other hand coordinates or manages day to day operations of the umbrella Secretariat including the coordination of the different activities undertaken at the District level. The District Coordination Committee assures the effective representation of the RNGOF on AIDS&HP at the District level. The following organizational chart shows the flow of authority from the general Assembly through the Executive Secretary to the staff.

## **2. RNGOF ON HIV/AIDS & HP VISION: Together for a healthy society**

Eradication of all barriers that could compromise the behavior change of Rwandan population by way of which men, women and children are protected from HIV/AIDS and PLWHA are able to partake in the same rights as all citizens.

## **3. RNGOF ON HIV/AIDS & HP MISSION:**

To promote, coordinate, monitor and evaluate activities of NGOs engaged in the fight against HIV/AIDS in Rwanda, Networking and advocacy for civil society involvement in all HIV/AIDS program and policy development in order to improve the living conditions of the affected communities.

## **4. RNGOF ON HIV/AIDS & HP CORE VALUES:**

- Solidarity and collective actions in HIV response and health promotion programs implementation;
- Active participation and involvement of members, government institutions, DPs and other stakeholders;
- Ensuring and maintaining credibility, reliability, integrity, accountability and transparency in all operations;
- Ensure gender mainstreaming and human rights in all activities;
- Greater Involvement of people living with HIV& AIDS (GIPA);
- Use of rights, evidences and results based approaches in all HIV/AIDS and health promotion programs.

## **5. Purpose of This Policy**

To carry out its activities, RNGOF on HIV/AIDS & HP needs material resources. To set guidelines for implementing consistent Asset Management processes in RNGOF on HIV/AIDS & HP. The quality of these resources is dependent upon how they are used. Material resources are in large part durable goods, which need to be well-managed to be maintained in good condition. These goods include stationary, tables, chairs, shelves, computers and related accessories.

## **6. Policy Statement Principles.**

**The Fixed Assets Policy will aim for the following principles:**

- Managing RNGOF on HIV/AIDS & HP's assets so they provide the agreed level of service to meet need in a financially sustainable manner and to support the achievement of RNGOF on HIV/AIDS & HP's adopted vision and Long Term Strategic Planning.
- Implementing Asset Management best practices across all areas of the organization ensuring the Lifecycle management of assets in line with RNGOF on HIV/AIDS & HP's agreed levels of service.
- Ensure RNGOF on HIV/AIDS & HP's assets are fit for purpose in accordance with its long term strategic direction;
- Ensure that RNGOF on HIV/AIDS & HP's services are provided in a sustainable manner, with the appropriate levels of service to member and partner organizations, visitors and the environment;
- Safeguard RNGOF on HIV/AIDS & HP's assets including physical assets and employees by implementing appropriate Asset Management strategies and appropriate financial resources for those assets;
- Create an environment where all RNGOF on HIV/AIDS & HP's employees take an integral part in overall management of assets by creating and sustaining an Asset Management awareness across the organization through training and development;
- Meet legislative requirements for asset management.
- Ensure resources and operational capabilities are identified and responsibility for Asset Management is allocated; and
- Demonstrate transparent and responsible Asset Management processes that align with demonstrated best practice.
- Precise identification of goods that are part of the asset base;
- Sensible use of goods;
- Periodic taking of physical inventory;

- Effective maintenance of goods;
- Replenishment of goods when required.

## 7. Responsible for implementing this policy.

**RNGOF on HIV/AIDS & HP** is responsible for adopting the policy.

The **Executive Secretary** has overall responsibility for ensuring the development of the Asset Management Strategy, Plans and Procedures and reporting on the status and effectiveness of Asset Management within the Board Of Directors.

The Asset Management staff is responsible for high level implementation and monitoring of Asset Management practices within RNGOF on HIV/AIDS & HP,

## 8. Definitions

<b>Asset</b>	A physical item that is owned or legally controlled by Council, and provides or contributes to the provision of service to the community (in this context excluding financial, intellectual, and non-tangible assets) and has an economic life of greater than 12 months.
<b>Asset Management</b>	The combination of management, financial, economic, engineering and other practices applied to physical assets with the objective of providing the required level of service in the most cost-effective manner.
<b>Asset Management Strategy</b>	Long-term optimized approach to management of assets, derived from, and consistent with, the organizational strategic plan and the asset management policy
<b>Asset Management Plan (AMP)</b>	A plan developed for the management of one or more infrastructure asset groups that combines multi-disciplinary management techniques (including technical and financial) over the lifecycle of the asset in the most cost-effective manner to provide a specified level of service.
<b>Level of service</b>	The defined service quality for a particular activity or service area against which service performance may be measured. Service levels usually relate to quality, quantity, reliability, responsiveness, environmental acceptability and cost.
<b>Lifecycle</b>	The cycle of activities that an asset (or facility) goes through while it retains an identity as a particular asset i.e. from planning and design to construction, through routine maintenance and renewal to eventual decommissioning or disposal.

## **9. Procedures for Asset Management in RNGOF on HIV/AIDS & HP.**

At RNGOF on HIV/AIDS & HP, the management of material resources is the responsibility of the Finance Manager

The procedures involved in managing these resources are:

- Receiving and recording goods;
- Using goods properly;
- Maintaining goods;
- Taking inventory of goods;
- Disposing of goods.

Material resources are managed by means of records or files.

### **9.1. Asset inventory**

The purpose of the inventory is the physical monitoring of the items belonging to a project. The inventory makes it possible to detect differences between information about goods in the records and the actual state of goods. Inventory is usually done once a year and is the responsibility of the finance division.

### **9.2. Procedures**

The inventory procedure is composed of the following steps:

a. Creation of record cards on which is found:

- Type of item
- Description of item
- Identification code
- Service user or name of manager
- Assigned location
- Notes on condition of item
- Record updates
- Minutes of physical inventory

b. Final removal of an item

c. Replacement of an item

d. List of annual needs

### 6.3. Removal of items

The inventory procedure described above permits the identification of dilapidated or defective goods whose presence in office presents more inconveniences than advantages, for various reasons:

- Steep rise in operating or maintenance expenses;
- Excessive cost of repair;
- Any other objective reason.

The Executive Secretary should give the authorization to take out of service, transfer or dispose of any items, and that should be noted in the book of assets.

1. **Reviewed By: Nooliet KABANYANA** Executive Secretary RNGOF on HIV/AIDS & HP:

Date: January 4<sup>th</sup> 2016

Signature: \_\_\_\_\_

2. **Approved By: Felicite RWEMALIKA** Chairperson Board of Directors RNGOF on HIV/AIDS & HP :

Date: January 4<sup>th</sup> 2016

Signature: \_\_\_\_\_