



Defending dignity.
Fighting poverty.

CARE INTERNATIONAL SOMALIA/ SOMALILAND

ADMINISTRATION POLICY
DECEMBER, 2017

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Signature: 

ACRONYMS

AA	Automobile Association of Kenya
ACD	Assistant Country Director
Admin	Administration
CARE	Co-operative for Assistance and Relief Everywhere
CD	Country Director
CLT	Core Leadership Team
SMT	Senior Management Team
EC	European Commission
ECSARO	East Central Southern Africa Regional Office
FC	Fund Code
FF & E	Furniture, Fixtures & Equipment
GOK	Government of Kenya
GRN	Goods Received Note
HF	High Frequency
JKIA	Jomo Kenyatta International Airport (Nairobi)
MIS	Management Information Systems
PSV	Passenger Service Vehicle
RFSP	Rural Food Security Program
PRF	Procurement Request Form
TER	Travel Expense Report

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POLICY STATEMENT

CARE Somalia/Somaliland Administration policy and procedures intend to ensure that staff are familiar with procedures related to administration as well as to ensure compliance with the procedures and other Country Offices policies and procedures. This policy is intended to provide guidance, clarity and ensure consistency in administrative practices.

SCOPE

This policy applies to CARE Somalia/Somaliland national, regional and international staff, visitors and consultants working/deployed in the Country Office.

1 INTRODUCTION

The Administration function is responsible for General Administration and Facilities, Office management, Travel, Liaison and Events, Asset management and Transport management. The function is also responsible for vendor /service provider relations and contract management for Admin vendors. This policy is an updated version of the CARE Somalia/ South Sudan Administration policy of 2007. The policy spell out standard operating procedures on Administration for CARE Somalia practices. The policy is designed to provide information to employees and guidance to managers and supervisors in performing their Administrative management responsibilities and it helps to ensure consistency.

The policy is subject to change at the sole discretion of CARE Somalia at any time with or without prior notice. As policy changes, staff will receive updated notices via email or memoranda from the Country Director.

1.1 Reception

This function currently exists only in Nairobi. The Nairobi Receptionist is in charge of the front office services, which include, receiving visitors and operating the switchboard (receiving incoming and outgoing calls as well as making some calls on behalf of staff). The Receptionist manages Office Assistants and therefore is responsible for office support and communication. The Receptionist is also in liaison with Finance department, receives and follows up on the payment of telephone and taxi bills. In addition, the Receptionist is responsible for handling local transport requests from staff and visitors in Nairobi, ensuring that duly completed and approved taxi request forms are received, invoices obtained in time from taxi vendors and payments are made. There are no receptions in Somalia/ Somaliland and therefore, these responsibilities are handled by the Administration Officers.

1.2 Payments and vendor relations

The Administration department is responsible for managing the relationship with vendors who provide materials and services related to Administration. They are therefore responsible, working with the relevant departments, for ensuring that vendor invoices are received, supporting documentation attached, submitted to Finance and paid.

2 SECURITY

There is a security Focal Point (FP) in each office who is responsible for local security matters. Head of Offices are ultimately responsible for security in their respective areas. Detailed responsibility of the security focal point is outlined in the FP Terms Of Reference ([Annex 1](#)).

All visitors to CARE offices are to report at the security desk by the gate where they will undergo security procedures and then issued with a visitors pass and their identification card is retained until when they exit. The visitor will at this point be required to indicate whom they are visiting so that the person is informed. If the person to be seen is available, the visitor will be allowed to proceed to the reception or where there is no reception, the host will be asked to collect the visitor from the gate.

In some instances, like in the case of Nairobi, external security firms are contracted to provide security services round the clock. Standalone residences of international staff in Nairobi are also guarded by externally sourced security firms based on agreement, which spell out the terms and conditions of the services. In Somalia/ Somaliland, CARE has own-employed guards in Hargeisa office, while property owners provide security guards as part of the lease agreement in other locations. In addition, Special Police Units (SPUs) are also used in Somalia/ Somaliland to enhance security. SPUs are government employees and therefore, managed by the respective governments under the existing framework agreements with the authorities. NGOs using the services of the SPUs are required to provide some stipend to the SPUs based on the agreed rates.

2.1 Office Security Protocols

2.1.1. Security Briefing for new staff

New staff will be given a security briefing by the security focal point upon joining the organization. It is important to be aware of major security threats in each location and how to mitigate them. Staff are advised to familiarize themselves with security procedures in all CARE premises.

In Nairobi, CARE staff Identification Cards are also used to gain access to the offices beyond the reception area. Visitors will be issued with temporary cards (visitor's cards).

More information on staff safety and security is available in the staff safety and security manual and the Standard Operating Procedures ([Annex 2](#)), ([Annex 2.1](#)), ([Annex 2.2](#))

2.1.2. Security Briefing for new staff

In Nairobi, the front office opens at 8.00 am and closes at 5.00 pm during weekdays Monday to Thursday, and 8.00 am to 3.00 pm on Fridays. Occasionally, staff will be in the office outside of official working hours both in Kenya and Somalia/ Somaliland. Due to specific contextual factors, each office may set their office closing hours. In Kenya, working hours are between 8.00 am to 4.45 pm Monday to Thursday and 8.00 am to 3.00 pm on Fridays, including 1-hour lunch break from 1.00 – 2.00 pm. Apart from the Office Assistants who have the responsibility to open and close the offices, some key staff have been provided with office keys and access PIN codes to open and close the Nairobi office.

In Somalia/ Somaliland, office hours are between 7.30 am and 4.30 pm including one hour lunch/prayer break. The Admin department is responsible for opening and closing the offices. In exceptional cases especially where guards are directly employed by CARE, security guards may be allowed to open and close offices.

The earliest opening time from **Monday to Friday will be 6.30 am to 7.00 am in Nairobi** and **6.00 am to 6:30 am Sunday to Thursday in Somalia/ Somaliland**. During weekends and official holidays, office opening hours will be dependent on the need.

In exceptional cases in order to finish urgent tasks, staff may work late. Anyone intending to work late will request for approval from his/her supervisor and identify the person who will close the office. Administration should be informed of early opening or late office closure.

All staff working after 6.30 pm are entitled to take a taxi if necessary and which must be pre-approved by their supervisors. Taxis should be picked from the gate and will only be allowed into the compound after 7.00 pm in the case of Nairobi for security reasons. In Somalia, staff who are working past the stated time should coordinate with respective admin officers.

Offices will occasionally open over the weekends, especially on Saturdays for general cleaning. If one wants to come to work, he/ she must give notice on Friday or Thursday to the administration. Opening time will be 9.00am and closing 4.00pm. Nairobi office will remain closed on Sundays while Somalia/ Somaliland offices will remain closed on Fridays.

Offices will remain closed during official national holidays and CARE holidays reflected in the annual HR calendar.

2.1.3. Responsibility for office opening and closing

The Administration staff will coordinate opening and closing of office. In Nairobi, Office Assistants will take turns to open and close the office. In addition, a few senior staff members will have access to the office. In Somalia/ Somaliland, guards are responsible for opening and closing offices.

Employees are responsible for their own transport to and from office. In Somalia/ Somaliland, due to security reasons, staff may be provided with group shuttle to and from office. This arrangement can be withdrawn any time depending on security, funding and other consideration.

3 TRAVEL

All Staff are responsible for obtaining individual travel documents like passport and ensuring that they are valid. The cost of obtaining initial travel documents will be borne by the employee but CARE will pay for renewal of travel documents made for purposes of official travel. For those who need to apply for travel documents, the Human Resource office will issue a letter to the relevant authority confirming employment status with CARE to facilitate the issuance of such documents.

3.1 Air Travel

For flight booking on the United Nations Humanitarian Air Services (UNHAS) and the European Commission (EC) flight, requisitions are to be raised in PeopleSoft and approved copy forwarded to the travel desk before a ticket is issued. Flight bookings on EC and UNHAS flights are based on EC and UNHAS Standard Operating Procedures ([Annex 3](#)). Requests should be sent at least one week before date of travel (14 days), or latest four days before travel date. This will provide ample time for travelers to select

from available options, and to avoid disappointment. Availability of seats on these flights depend very much on early booking and level of priority.

All employees will be required to travel economy class. CARE will not pay/reimburse any costs related to upgrades. If a medical condition necessitates upgraded travel, you must obtain a physician’s order/confirmation and seek approval from the Country Director or Regional Director prior to booking. Managing the employee’s air miles’ accounts is the responsibility of the employee. Airline miles earned while traveling on CARE’s work are retained by the employee. E -tickets will be obtained and shared via email once the flight booking has been confirmed. For commercial flights which are not on E-System, paper tickets will be issued and delivered to the office a day before departure.

In order to optimize cost savings for CARE, employees should make travel arrangements at least 14 or more days (or as soon as possible) in advance of travel. Travel itineraries are based on, and in order of: Non-stop routes and lowest possible fare available at time of booking.

Employees returning from international travel, where jetlag is a factor, are encouraged to schedule one rest day (i.e. non-vacation/annual leave day) upon their return as part of ECSA commitment to wellness.

3.2 Perdiem

Per diems are permissible for meals and incidental expenses (M&IE) for authorized official travel. Meals - will be reimbursed on either per diem basis or for the actual cost of the meal.

Criteria	Meals and Incidental options	
	Country Office Perdiem	Actual expenses
Lodging		X
Meals and Incidental	X	X

The CO will review and share the updated per diem rates with the Regional Office and all staff every year (January). The CO will ensure that the per diem rates are reviewed regularly to ensure the rates are in line with the market rate.

The CO per-diem rates are broken down as follows

Breakfast	15%
Lunch	35%
Dinner	25%
Incidentals	<u>25%</u>
	<u>100%</u>

International per-diem rates are broken down as follows:

Breakfast	15%
Lunch	25%
Dinner	35%
Incidentals	<u>25%</u>
	<u>100%</u>

Reimbursement for meals will be limited to reasonable amounts and must be supported by original receipt or a credit/debit card voucher. If the reimbursement option based on actual receipts is selected, employees should use reasonably priced restaurants and dining places. Original itemized receipts must be attached to the TER for reimbursement of meal expenses, unless the per diem option is selected.

CARE International rates for meals and incidentals will apply whenever employees attend conferences, workshops and job related travels outside their Country of Assignment with an exception of Somalia/ Somaliland and Kenya. CO per diem rates will apply for conferences, workshops and job related travels within Somalia/ Somaliland and Kenya.

More details about per diem is available in the CARE Somalia per diem policy ([Annex 4](#))

3.3 Travel Advances

Each employee travelling on official work outside their location/Country may apply for an advance to cover estimated travel costs if they so need. Travel advances require prior approval from the employee's manager. All staff travelling are encouraged to ensure they have sufficient funds available for their trip or have made appropriate arrangements with relevant office prior to departure to avoid any inconveniences during travel.

Employee Responsibility: Each employee is responsible for timely reconciliation of his or her travel expense report (TER) and providing full documentation as verification of each expense.

Manager Responsibility: Each approving manager is responsible for reviewing the expenses submitted by their direct reports for validity, accuracy, compliance and appropriate documentation prior to timely approval of the expenses.

Finance Responsibility: The Finance office where the TER is submitted for reimbursement is responsible for reviewing the TER and ensuring that all the information is accurate and the required documents (receipts, tickets, boarding pass and trip report) are attached.

3.4 Travel advance liquidation

Employee has a responsibility of ensuring that Liquidation is done 7 working days upon arrival from trip. No additional advance will be provided before a previous advance is liquidated. Where back to back travel is envisioned, then the employee should get Supervisor approval to process additional advance as may be required.

Frequent flyer miles or benefits are not reimbursable by the CARE even if they are used on CARE's work. Any flight cancellations or changing travel date after a ticket has been issued must be approved by the employee's manager.

3.5 Visas, Passports, Vaccinations, Prophylactic Prescription Medications

Fees for visas, passports (new and renewal for staff required to travel internationally as part of their job or whenever an employee is required to travel internationally for official purposes), vaccinations, and prophylactic prescription medications are reimbursable if it is a requirement for travel.

Employees traveling internationally should check that their passport is current with at least six-month validity and three blank visa pages. They must ensure they have relevant travel visa prior to the scheduled departure date.

Visa requests to Embassies based in Nairobi, Kenya should be received at least 4 weeks before date of travel via email request sent to the Travel Desk. Visa requirements are then shared and they vary from country to country but some standard requirements are as below:

- Invitation letter from the country requesting them to travel.
- A letter from their country office approving travel to their destination
- Two passport photos with duly filled visa application forms. Travel desk will assist you obtain visa forms
- Charging details for all visa processing and related expenses

All foreigners visiting Somalia require a visa, which must be applied for in advance. Please seek advice from the travel desk on the requirements prior to your travel.

Somali nationals visiting Kenya must send a duly completed visa application form (also known as Form 22-Application for Kenya Visa (Download from the Kenya Immigration Website-<http://www.immigration.go.ke/Resources.html>) first via email. The form must indicate the reason for travel, the exact travel dates in and out. CARE's address should be included in the form as:

CARE International,
Mbambane Road off James
PO Box 2039 00202 KNH
Nairobi
Email add: SOMTravelemail@care.org

Other documents to accompany the application include two passport size photos (applicant's name and passport number written at the back) and a passport copy with valid and relevant pages. If you have been to Kenya before this should be indicated in the form, attach the page that has previous endorsements, include a Staff ID, employee contract with CARE, and a schedule of activities with day-to-day events of the activities if attending a workshop or admission letter from college if coming for training. Charging details for visa processing must be included in the email. If coming to Kenya for other reasons e.g. medical – attach referral letter from hospital signed by medical doctor. The documents are to be presented to the Nairobi Travel Desk at least 4 weeks before the intended date of travel.

Requirement for a Multiple Journey Visa (MJV) are the same as the single entry visa. Additional requirement includes a schedule detailing the activities for the whole year printed on a letterhead and approved by the supervisor and a letter written by the applicant and addressed to the Director of Immigration requesting for the MJV.

Kenyan visa can also be applied for online for nationals who are eligible to obtain visa on arrival (<http://evisa.go.ke/evisa.html>). You will be required to make payment using a credit card or visa card

3.6 Somaliland visa

Visas for Somaliland can be obtained by visiting the Somaliland Embassy in Nairobi. Visas can also be obtained in Somaliland by sending a passport copy and charging details to Hargeisa Travel Desk at least 3 working days before travel.

3.7 Puntland/ South Central visa

Puntland and South Central visas are obtained upon submission of a passport copy, staff ID and charging details to Travel Desk in Garowe or Mogadishu at least 3 working days before travel. Travel desk will advise on any additional requirement since the requirement keep changing from time to time.

3.8 Accommodation and ground transport

Employees must arrange all travel (airfare, lodging, and ground transportation) through CARE's prequalified vendors prior to Travel. While requesting for a flight booking, staff are advised to state whether they require airport transfer. A duly completed and approved Taxi Request Form ([Annex 5](#)) is to be shared with the travel desk or an e-mail request where a taxi request form cannot be provided. Travel desk will arrange for airport transfer from a contracted taxi company.

The most cost-effective, safe, and efficient ground transportation is to be used. Taxis are the preferred ground transportation method and employees are encouraged to use a CARE pre-approved taxi Companies where possible.

In locations where CARE has contracted with a specific hotel, employees will book a room at the contracted hotel. However, in locations where CARE has Guest houses, employees will be booked in the guesthouse and in the event guesthouses are full, employees will be booked on the contracted hotels or other NGO guesthouses like in the case of Somalia/ Somaliland.

When travel schedules require early hotel check in and additional hotel charges are incurred, the additional charges are considered reimbursable. The same applies for check out. However, if the early check in and late checkout is for personal reasons, the cost will not be reimbursed/paid by CARE.

In Somalia, CARE runs guest houses in different locations. The guest houses offer basic services and are equipped with satellite TVs and in some cases with basic exercise equipment. The guesthouses charges for accommodation and meals as per the guesthouse policy ([annex 7](#)). To secure a space in the guesthouse, a duly completed guesthouse booking form is to be submitted to the Admin Officer responsible for General Administration and Facilities ([Annex 6](#)).

More details about transport is available in the CARE Somalia Transport manual ([Annex 8](#)).

3.9 Combining Official and Personal Travel

Airfare

Employees may add and pay for a personal leg to an official itinerary, while clearly distinguishing between CARE and personal expenses.

If a combined official/personal itinerary is equal to or less than the cost of an official-only airfare, there is no cost to the employee. If a combined official/personal itinerary is greater than the cost of an official-only airfare, the official portion of the ticket will be charged to CARE and the employee will be required to pay CARE the personal portion cost in advance.

Lodging

Lodging may be shared with non-business guests but any additional lodging costs associated with non-business guests are not reimbursable/payable by CARE. Personal guests/ non business guests are not allowed to sleep in CARE guesthouses.

3.10 Airport Taxes

Staff will be advised on any airport taxes at the time of travel since rates change from time to time. It is important to note that some carriers include tax in their ticket cost. This will be reflected on the ticket. Weight limit vary from carrier to carrier. If you have excess luggage, please request for booking of the excess luggage from the travel desk and expect that there may be cost implication. Travelers will be advised accordingly before traveling.

3.11 Fly America

Fly America exemption form must be completed by the travel desk in cases where travel is funded in part or fully by a USA government funding; - Where a non-USA carrier is used, this form is attached to transaction documents prior to submission to finance for payment ([Annex 9](#)).

3.12 RED Form

All Staff traveling internationally must also complete a Record of Emergency (RED) form and submit it to the destination office prior to arrival.

4 TRAVEL INSURANCE

All employees will be required to have relevant travel insurance while travelling on official business. The relevant department (HR or Procurement) will facilitate this.

CARE Somalia will provide international temporary travel insurance for all staff traveling to other countries except Somalia and Kenya for CARE Somalia staff. This is for a maximum period of 90 days from the date of departure. This insures against personal accident, medical expenses loss of baggage, evacuation and repatriation in case of death occurring outside your country of residence. Staff traveling will be required to inform Travel Desk at least 7 days before travel. Temporary travel insurance for Kenya and Somalia are not necessary for CARE Somalia staff because the staff insurance already covers these destinations.

Application documents (application form, copy of passport and two passport photos) are to be submitted to Admin Officer at least two weeks prior to travel.

5 DRESSING CODE

In Somalia It is culturally expected that ladies cover their hair, neck, shoulders and legs while travelling to Somalia/Somaliland. Female staff are strongly advised to wear long dresses with long sleeves which can cover the legs, shoulder and arms. Clothing should not be revealing. Men are expected to dress in clothing which are not revealing of their chest and bodies above the knees.

Staff are advised to find out the appropriate dressing codes for any destination based on weather or culture.

6 WORKSHOPS/ CONFERENCES

To manage costs, CARE Somalia encourages the use of conference facilities available within the office premises. Where internal facility is not appropriate, an external facility will be arranged using a CARE prequalified vendor or other vendor selected through CARE's normal procurement process. Below is the procedure for requesting for a conference/ workshop facility:

- Send a request via e-mail to Administration (Travel, Liaison and Events).
- It is strongly advised that hotels are used for accommodation only when CARE guesthouses are full.
- Booking for a CARE meeting room in Nairobi is done through the receptionist.
- In Somalia/ Somaliland, liaise with the respective admin officers in your location.
- The requester to indicate the timings, required materials, and indicate whether drinks, snacks or lunch is required. The requester is also to provide the charging details.
- For external venues the requester is to provide a duly approved Purchase Request Form (PRF).
- The requester is advised to work closely with the Administration and Procurement teams on the logistics to ensure appropriateness of the venue and services.

7 COMMUNICATION

CARE Somalia considers both data and voice communication as key to staff's daily work and has provided telecommunication facilities to selected staff in order to work efficiently. It is, therefore, important to ensure these facilities are used for the purpose intended. There are several other means of communication which are cheaper like Skype, WhatsApp and Messenger which are available in staff computers and or smart phones. Staff are advised to use these options whenever possible and only use telephone communication (calls) when necessary. CARE Somalia will provide fixed GSM lines and landlines in the switch boards where possible for general use by staff. Any unreasonable personal calls made from these lines are chargeable to staff. CARE Somalia will also provide post-paid GSM lines with data facilities to senior managers and other staff based on their roles to enable them work while mobile and to be reachable at all times.

Any replacement of a phone or communication equipment resulting from avoidable accident or loss will be charged to the user. In the case of damage or loss of any equipment allocated to staff, replacement will be dependent on the circumstances leading to the damage or loss. Where the handset is lost or damaged because of negligence, the staff member (user) will meet the replacement cost.

The phone usage bills for GSM lines will be limited to specific amounts per month per staff member as prescribed in 7.1.1 below and where this limit is exceeded, the extra amount will be deducted from staff salary through payroll action. Where a staff believes that the extra amount is from official communication, a written justification will be required in order for CARE Somalia to meet this extra cost. This must be approved by the line manager and submitted to the Head of office or Program Support Director for approval. For other staff a pre-paid airtime may be provided based on individual's official needs and approved by the line manager then submitted to Head of Office or Program Support Director.

When leaving or separating from CARE Somalia, staff have the options to return or retain the organizational GSM line allocated to them free of charge. They also have the option to return or seek to purchase the phone handset allocated to them at a depreciated value (its original cost less monthly depreciation value). The purchase of the phone is subject to approval of the Country Director. All electronic equipment that get returned or replaced must be surrendered to IT Department before issuance of a new one or before clearance.

Staff must sign a property transfer form against any equipment issued to them for official use.

7.1 Mobile Telephone

All staff using post-paid mobile telephone lines for both data and voice will have prescribed limits per month as indicated here below. Any excesses above the limits will be automatically recovered through payroll action. There will be no requirement to identify personal calls as it is assumed that these resources will be used for official purposes only.

7.1.1. Post Paid

Cat	Job Grade	Allowable limit	
		Kenya shilling	Somalia USD
1	4B – 6C	10,000	100
2	3C – 4A	5,000	50
3	3A	3,000	30

7.1.2. Pre-Paid

Other staff not covered under the post-paid limits above will be given pre-prepaid airtime every month based on need and nature of work. Only those whose nature of work require them to have regular telephone communication will be given airtime. Request for airtime with justification must first be approved by the supervisor then forwarded to the Program Support Director (for Nairobi based staff) or Head of office (for Somalia/ Somaliland based staff) for authorization. The limit for any prepaid airtime must be based on need and must not exceed Ksh. 3,000 or \$30 per month.

Due to the nature of their work, those who handle HR emergency telephone lines, Security staff, Administration staff (Admin Officers and Senior Officers) will be on post-paid and will fall under the first category (Ksh. 10,000 or \$100) above.

The above limits apply to both voice and data combined.

Only a few staff will be allowed to have official data lines (modem or home internet) based on their role with approval of the Country Director.

More details about telephone communication is in the Communication Hand Book ([Annex 10](#)). [Further information on other communication is available on Communication Systems \(Annex 10.1\)](#).

7.2. Land Line

Staff are allowed to use office land line to make official telephone calls. Staff will however be required to pay for private usage of telephones. A tracking system to monitor the usage of land line telephone using individual log-in codes is installed in the server in locations where landline exist.

Each staff in Nairobi is issued with a PIN code that enables them to make official calls. Calls made on official telephone lines are tracked using a special software monitored by the Receptionist. Staff are required to identify personal calls and pay for them.

It is encouraged that telephones will be used in an economical manner to avoid time wastage and jamming of the switch-board. There is need to reduce the time spent on phone calls whether incoming or outgoing especially those that are personal. Both types of calls have the same implication with regard to accessibility to the switchboard.

8 OFFICE BEVERAGES, CLEANING, STAFF PROTECTIVE CLOTHING AND UTILITIES

Tea /Coffee will be served from **9.00 am** in the morning both in Somalia and Nairobi offices. Clean drinking water will be provided in all CARE Somalia offices.

Cleaning of desks and floors and emptying waste paper baskets will be done between **7.00 am to 8.00 am**. The rest of the cleaning like cleaning of the windows and toilets will be done during the normal working hours and in some instances on weekends. There will be situations where cleaning will be scheduled depending on need.

Administration department is responsible for ensuring appropriate ergonomics of the office environment and that the working environment remain clean, comfortable and safe.

Management of Office Generators and other backup systems will be monitored by the Administration team to ensure that they remain in good working condition. Where possible, a contract will be maintained with a maintenance vendor who will perform periodic and on-demand maintenance. The fuel card and record book for the Generators will be maintained and managed by one individual in the Administration department and a monthly and quarterly maintenance record will be maintained.

Utilities: Proper supply of Water, Electricity and Garbage collection are the responsibility of the Administration Department, ensuring that the bills are paid on time. The Administration department will maintain appropriate agreement/ contract with vendors for the provision of these services.

9 STAFF PROTECTIVE CLOTHING

CARE Somalia will not provide uniform to staff for their normal work. Appropriate protective clothing will however be provided to support staff whose duties require special clothing, such as cooks, gardeners, cleaners and guest house keepers.

Staff will be responsible for the safekeeping, good care and cleanliness of the uniforms.

10 PROPERTY/ INVENTORY MANAGEMENT

Administration department is responsible for property management in all offices in CARE Somalia. This function is guided by the CARE Property Management Manual. More details about property and inventory management can be obtained from the Property Management Process Narrative ([Annex 11](#)) and CARE Somalia property management manual ([Annex 12](#)).

11 TRANSPORT

Admin department is responsible for the management of transport in the country office. CARE Somalia has guidelines which spell out standard operating procedures on local transportation of personnel and supplies. Details on these are available in the CARE Somalia Transport manual ([Annex 8](#)).

12 ANNEXES

1. SECURITY FOCAL POINT TERMS OF REFERENCE (TOR)



Main
Responsibilities SSF

2. VISITORS SECURITY BRIEFS AND SOPs



Security briefing
packs for review.rar

2.1 CARE International in Kenya Visitor Briefing Pack - February 2017



CARE International
in Kenya Visitor Brie

2.2 VISITORS' WELCOME PACK_CARE SOMALIA JULY 2017



Visitors' Welcome
Pack- CARE Somalia-

3. EC Flight SOPs



EC Flight SOPs.zip

4. CARE SOMALIA PERDIEM POLICY



Perdiem policy,
September 2016.pdf

5. TRAVEL REQUEST FORM



Travel Request
Form.doc

6. GUESTHOUSE BOOKING FORM



Guest House
Booking Forms.rar

7. GUESTHOUSE POLICY



Guesthouse
guidelines, July 2011

8. TRANSPORT MANUAL



CARE Somalia new
Vehicle Use Policy A

9. FLY AMERICA EXCEPTION FORM



Fly America
Exemption Form.xlsx

10. COMMUNICATION HAND BOOK



Communication
Handbook.pdf

10.1 OTHER COMMUNICATION SYSTEMS



SOP 6
Communication Syst

11. PROPERTY MANAGEMENT PROCESS NARRATIVE



CARE Somalia
Property Register Pr

12. PROPERTY MANAGEMENT MANUAL



CARE USA CO
Property Manageme