

Name of the Organization

Forgotten Voices Foundatio

LOGO



Organizational Profile 2026

Developed by
COMMUNICATIONS OFFICER

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01: Organization Information

Name	Forgotten Voices Foundation
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Legal Status	REGISTERED
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02: Introductions. (Brief half a page)

Forgotten Voices foundation was started in 2022 as a campaign initiative towards ending period poverty, by donating sanitary pads to school going girls especially those from humble backgrounds. The campaign impacted lives of many girls who

could not afford to be present in school during their menstruation days, which lead to lost dignity of girls during menstrual flows hence stigma. As we grew into large numbers since most girls could regain their period dignity back, we initiated an environment conservative program but encouraged our girls to plant fruit trees in their homes as well as own kitchen gardens for food security. This was an action of climate change mitigation and food security for future. In 2023 to 2024 we managed to plant 7000 fruit seedlings in Narok county, 2000 fruit seedling in Migori County. Later on this initiative gave birth to the Orundu initiative, in which each woman is encouraged to own kitchen garden as the name suggests. This was to create food security and to cut expenditure cost on food. So far quite a number of women have adopted this program as we produce seeds for them and in return expect each to have a vegetable garden. To empower these women further we introduced affordable and clean energy training by encouraging installation of improved stoves, charcoal briquette making and use of clean energy such as solar and electricity. All these are done with the vision of achieving SDGs.

03: Organization's Objectives) Key areas related to the thematic area

- ❖ To end hunger, by achieving food security and improved nutrition and promote sustainable agriculture.
- ❖ To ensure healthy lives and promote well-being for all at all ages.
- ❖ To achieve gender equality by empowering all women and girls.
- ❖ To ensure inclusive and equitable quality education and promote lifelong learning opportunities for all.
- ❖ To ensure that there is access to affordable, reliable, sustainable and modern energy for all.
- ❖ To promote climate change mitigation measures and its impact.
- ❖ To create space for partnership to strengthen the means of implementation and revitalize the global partnership for sustainable development.

The specific objectives are:

To empower girls and women.

04: Scope of work and target (Geographic area of work)

Migori / Narok county

Working modalities

Hybrid Model having an office for on site operation and also operating in the fields for remote operation

06: Geographical coverage

07: Major Working Areas (Across sectors)

Sexual Reproductive Health And Right
Agriculture and Environment and Climate Change
Education
Economic Empowerment
Leadership and Governance

08: Major Activities Completed and Achievements

OBJECTIVE: Associated with the key thematic area

To create a community of developed women and girls

MAIN ACTIVITIES AND RESULTS:

Supporting young girls and women to improve the local industry of production in nasketry, farming, pottery and tailoring.

We have empowered the women on the local industry .

PARTNERSHIP:

9 Working Partners

ACH

FIDA KENYA

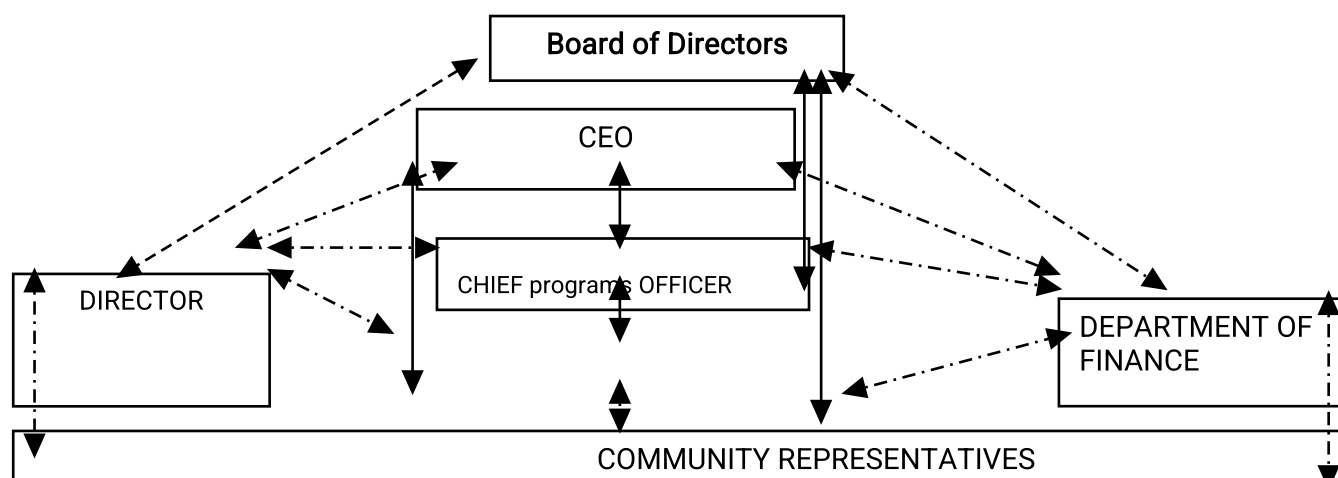
AMNESTY INTERNATIONAL

12 Some Glimpse of our Activities (Maximum 3 photo Financial Supports

Current Organizations Financial need (Urgent)

- 1.Financial support for office operation
2. Support to establish an industrial centre for production

11. Team members (Organogram) Example the below



Start Roles and Responsibilities (job descriptions) (THESE ARE JUST EXAMPLES
DON'T ADOPT DIRECTLY

Chief Officer

- Promoting peace and reconciliation within the MICCSOF.
- Coordinate Advocacy and Civic education programs within the MICCSOF.
- Promoting partnerships with government institutions, private sectors, foundations, civil society, bilateral and multilateral in support of county programs and projects.
- Putting in place the MICCSOF partnership engagement framework, policies and guidelines.
- Putting in place up to date database of active and concluded projects involving partners.
- Design robust sustainability systems; develop detailed county engagements and private public.
- Lead the conceptualization and the implementation of the programs under funds from donors and support from defined partners.
- Proactively lead and/or participate in meetings with county government to ensure the project activities are given due attention and is reflected within intergovernmental fora.
- Facilitate policy frameworks that allow MICCSOF to invest on partnership projects.
- Participate and ensure coherence of the work of the multi-sector groups in accordance with the MICCSOF.
- Facilitate linkages with government programs and other stakeholders to ensure that activities are carried out accordingly.
- Coordinate and monitor financial and material resource relevant to achieve the assigned partnership outcome.
- Proactive resource mobilization to support MICCSOF development projects and other MICCSOF programs.

Director MICCSOF on Intergovernmental Relations

- Communicate decisions, reports and plans of the Organization and the Council of MICCSOF to relevant sectors and units of the MICCSOF .
- Coordination and implementation of decisions of intergovernmental relation structures MICCSOF in as far as they affect Migori MICCSOF Government.
- Facilitate intra and inter- government relations and conflicts resolutions.
- Coordinate consultations and co-operations between MICCSOF and the National/County Governments and between Migori MICCSOF and other county operating CSOs.
- Establishing linkages with Local and international institutions, associations and organizations whose objectives are to promote public participation within the county.
- Manage agreements and memorandums of understanding between MICCSOF , Share information of issues of common interests with National Government

or with County Government.

- Provide linkages with international, Regional and Local Organizations and institutions for collaborations and partnerships within the county focusing on policy, research and development.
- Perform any other related duty that may be assigned by the supervisor.

Director Peace, Integration, and Cohesion

- Facilitate the management of dispute management mechanisms in matters affecting MICCSOF
- Assist in implementation of Government peace policies
- Liaise with r government agencies in ensuring peace cohesion among communities for growth and development
- Perform any other related duty that may be assigned by the supervisor.

Director Civic Education and Public Participation

- Ensure public are promptly informed of MICCSOF programs
- Engage in holding public participation on government policies
- Advocacy towards ensuring budgetary provision for the civic education programs
- Perform any other related duty that may be assigned by the supervisor.

Office Administrator

- Ensures that officers are responsible of equipment and materials at their disposal
- Ensures the clients are attended to promptly by concerned officers
- In charge of all the assets of MICCSOF and update assets records
- Update and control fuel usage
- Answer Telephone, they answer the phone, take messages or refer calls to appropriate staff member.
- Maintain Calendar and Plan Meetings, they will schedule appointments and update event calendars.
- They will arrange meetings and coordinate conference room schedules.
- In advance of meetings, they assemble background materials and set up the meeting space
- They attend meetings and prepare minutes or summaries of the meeting outcomes.
- **They handle** Incoming and outgoing mail and faxes all go through the Office Secretary.
- Any other assigned duties by the Chief Executive Officer

Human Resource Officer

- Reports on the staff establishment and audit
- Assists in the training needs analysis
- Assist on promotion, retirement, leave,
- Performs any other duties assigned by the Chief Executive Officer
- Advise on welfare issues
- Keeps and maintain the personal files of all MICCSOF Departmental Officers

- Supervise junior staff on the work related duties

Accountant

The accountant will perform financial functions related to the collection, accuracy, recording, analysis and presentation of department financial operations.

- Examining bank statements and reconciling them with general ledger entries
- Examining expenses submitted by the department
- Keeping an eye on incoming payments from accounts receivable and outgoing payments from accounts payable
- Generating financial reports that display the department's profits, equity and cash flow
- Keeps books of accounts
- Reconciles the books of accounts
- Makes payments as directed

Finance Officer

- Advice and in charge of the budgeting programme
- Advice and in charge of the planning of programs and projects
- Advice and supervise implementation of projects and programs
- Advice of prudent financial expenditure
- Ensure all books of accounts are in conformity to accounting standards
- Ensure the books of accounts are audited
- Controls the Department cash flows
- Creating MICCSOF financial reports
- Analyzing data collected in order to determine the state of the department's financial health
- Analysing data to understand where the department is generating and losing revenue
- Examining the proficiency of the software programs used to organize data

Procurement Officer

- Advises on the procurement processes and procedures in the department
- Assist in the making of the procurement plan
- Avails the necessary procurement plans
- Do the day to day purchases of services and goods of the Department

Drivers

- Ensures that the vehicles are in good condition
- Ensures the safety of the passengers
- Takes care and basic maintenance on the vehicle
- Any other assigned duties by the Chief Executive Officer

Cleaner/ Messenger/Tea Girl

- Receives and delivers correspondence within and outside the department
- Prepares tea for the staff
- Maintains the general cleanliness, aesthetics in the compound
- Performs any other assigned duties by the Chief Executive Officer

Key Organization officials their names and contact details