

نموذج التقرير الإداري السنوي

ANNUAL NARRATIVE ADMINISTRATIVE REPORT TEMPLATE

YEAR: 2015

السنة: 2015

ملاحظة: يجب ان يتم تعبئة التقرير باللغة العربية، ما عدا الأجزاء التي اشارت غير ذلك

NOTE: The report and all its sections should be completed in ARABIC unless otherwise indicated

| GENERAL INFORMATION | معلومات عامة |
|---------------------|--------------|
|---------------------|--------------|

| | | |
|---|--|---|
| NGO Name (<i>Arabic</i>) | مؤسسة ميرسي كور | أسم المؤسسة (عربي) |
| NGO Name (<i>English</i>) | Mercy Corps | أسم المؤسسة (انجليزي) |
| Date Registered in Palestine | 11/08/2008 | تاريخ التسجيل في فلسطين |
| Registration Body | وزارة الداخلية | جهة التسجيل |
| Registration No. | QR-0094-F | رقم التسجيل |
| NGO Full Address: Main Office in Palestine | أوغستا فكتوريا، جبل الزيتون ، القدس عمارة البردوني، الطابق الخامس، رام الله | عنوان المؤسسة: المكتب الرئيس في فلسطين |
| Tel. Number | 02-6284563 02-2958060 | رقم الهاتف |
| Fax Number | 02-6284474 | رقم الفاكس |
| Email Address | adwonch@mercycorps.org odjukic@mercycorps.org tshahwan@mercycorps.org | البريد الإلكتروني |

| | | |
|---|--|---|
| NGO Website (Global, Local - if Available) | www.mercycorps.org | الموقع الإلكتروني (الرئيسي، المحلي إن وجد) |
| عناوين فروع المؤسسة: برجاء توفير المعلومات كاملة، اضافة لرقم الهاتف والفاكس للمكاتب الفرعية في كل من القدس، الضفة الغربية وقطاع غزة | | |
| Addresses - Field Offices: Please provide full details including Tel. and Fax numbers for Field Offices in Jerusalem, West Bank and Gaza Strip | | |
| Jerusalem | أوغستا فكتوريا، جبل الزيتون ، القدس | القدس |
| West Bank | عمارة البردوني، الطابق الخامس، رام الله | الضفة الغربية |
| Gaza Strip | عمارة أبو غليون، شارع أحمد عرابي | قطاع غزة |
| Name of Country Representative/Director in Palestine (Arabic) | أندرو دوانش | اسم ممثل المؤسسة في فلسطين (عربي) |
| Name of Country Representative/Director in Palestine (English) | Andrew Dwonch | اسم ممثل المؤسسة في فلسطين (انجليزي) |
| Address and Mobile Number | 054-9242295 | العنوان ورقم الهاتف المحمول |
| Name of Person Responsible to Follow with MOI (Arabic) | تمّام شهبان | أسم الشخص المسؤول للمتابعة مع الوزارة (عربي) |
| Mobile Number | 02-6286425 Ext: 104 | رقم الهاتف المحمول |

| | | |
|------------------------|-----|-------------------------------|
| Total No. of Employees | 132 | عدد الموظفين الكلي في المؤسسة |
|------------------------|-----|-------------------------------|

| | | |
|----------------------------|------------------|---------------------------------|
| No. of local Staff | 127 | عدد الموظفين المحليين |
| No. of international Staff | 5 | عدد الموظفين الدوليين |
| No. of volunteers | 0 | عدد المتطوعين في المؤسسة |
| Sector/Cluster(s) of Work | الدعم الإنساني | قطاعات عمل المؤسسة |
| Annual Budget (US\$) | 14,000,000 دولار | الموازنة السنوية (دولار امريكي) |

| MAIN GOALS – OBJECTIVES OF THE ORGANIZATION | الأهداف الرئيسية للمؤسسة |
|---|--|
| | <p>الاستجابة بشكل فعال للاحتياجات الطارئة في كل من الضفة الغربية و قطاع غزة</p> <p>Respond effectively to emergent humanitarian needs in both West Bank & Gaza Strip</p> <p>تلبية احتياجات الفئات المهمشة من خلال دعم التعليم و الصحة و فرص العمل و الحصول على الخدمات</p> <p>Address the needs of marginalized groups through multi-pillared support to education, employability, health and access to services</p> <p>تحسين الفرص الاقتصادية و فرص العمل من خلال التدخلات القائمة على المعرفة في الضفة الغربية و قطاع غزة</p> <p>Improve economic and employment opportunities through knowledge based interventions in the West Bank & Gaza</p> |
| DESCRIPTION OF THE IMPLEMENTATION MECHANISM | وصف آلية التنفيذ |
| | النقد مقابل العمل، و الدعم النفسي و الإجتماعي، و ما إلى ذلك ... الاستجابة لحالات الطوارئ و الانتعاش |

Emergency response and recovery (Cash for Work, Psychosocial Support, etc.)

تنمية الشباب و التعليم

Youth Development and Education

مشاركة الأشخاص ذوي الاحتياجات الخاصة

People with Disabilities advocacy and engagement

التنمية الاقتصادية القائمة على تكنولوجيا المعلومات و الاتصالات

Information and communication technology based economic development

| FUNDING SOURCES | | جهات التمويل |
|-----------------|--|--------------------------------------|
| 1 | Agency for International Development USAID | US الوكالة الأمريكية للتنمية الدولية |
| 2 | المفوضية الأوروبية European Commission EC | |
| 3 | جوجل و سورس أوف هوب Google Foundation & Source of Hope Foundation | |
| 4 | معهد أطفال الشرق الأوسط (MECI)Middle East Children's Institute | |
| 5 | مؤسسة كوكا كولا الخيرية Coca Cola Foundation | |
| 6 | روتا (ROTA)Reach Out to Asia | |

| PROJECTS IMPLEMENTED DURING THE REPORT PERIOD | المشاريع المنفذة خلال فترة التقرير | IMPLEMENTATION PERIOD | تاريخ التنفيذ | PARTNERS | الشركاء |
|--|---------------------------------------|--------------------------|---------------|----------|---------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
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| 10 | | | |

| مساهمة المؤسسة دولار امريكي | مساهمة الممول دولار امريكي | المصروف الفعلي دولار امريكي | موازنة المشروع دولار امريكي | تاريخ بداية ونهاية المشروع | اسم المشروع |
|---------------------------------------|------------------------------------|--------------------------------|--------------------------------|-------------------------------|--|
| ORGANIZATION CONTRIBUTION (USD) | DONOR CONTRIBUTIO N (USD) | ACTUAL SPENT (USD) | BUDGET (USD) | START – END DATE | PROJECT NAME |
| 1 | 117,042 USD | 117,042 USD | ----- | 01-Jul-14 ... 30-Jun-15 | Mercy Corps Money |
| 2 | 651,513 USD | 651,513 USD | ----- | 01-Jul-14 ... 30-Jun-15 | Fundraising Campaigns |
| 3 | 12,658,006 USD | 12,658,006 USD | 100,000,000 USD | 01-Oct-10 ... 31-Dec-15 | USAID- Palestinian Community Assistance Program PCAP |
| 4 | 62,563 USD | 62,563 USD | ----- | ----- | Google – Gaza Sky Geeks Support |
| 5 | 352,525 USD | 352,525 USD | 382,349 USD | 01-Aug-14 ... 31-Jul-15 | MECI – After School Program |

| | | | | | | |
|----|--------|-------------|-------------|---------------|-------------------------|--|
| 6 | | 168,343 USD | 168,343 USD | 1,194,172 USD | 18-Sep-14 ... 16-Jun-16 | CMM- Impact Through Technology 2 |
| 7 | | 13,657 USD | 13,657 USD | 1,500,000 USD | 01-Mar-15 ... 28-Feb-17 | ROTA-Supporting Palestinian Education and Employment Development (SPEED) |
| 8 | 27 USD | 50,000 USD | 50,027 USD | 50,000 USD | 01-Aug-14 ... 30-Sep-14 | VITOL- Gaza Emergency |
| 9 | | 162,803 USD | 162,803 USD | 200,000 USD | 01-Sep-14 ... 01-Mar-15 | Cocoa Cola- Gaza Emergency |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |

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| DETAILS OF OFFICIALS WITH BANK AUTHORIZATIONS | | بيانات خاصة بالمسؤولين المعتمدين لدى البنوك | | |
|---|-------------------------------|---|--|--|
| المسمى الوظيفي Position – Title | | نوعها Passport/ ID Type | الاسم حسب جواز السفر/ الهوية Name as Per Passport/ ID | |
| 1 | Deputy Chief of Party | Passport | مارينا أنتونوفيتش Marina Antunovic | |
| 2 | Finance & Compliance Director | Passport | أولغا جوكيك Olga Djukic | |
| 3 | Program Director | Passport | سامر محسن Samer Mohsen | |
| 4 | Operations Director | Palestinian ID | وفاء عبد اللطيف Wafa Abed Al Latif | |
| 5 | Finance Manager | Palestinian ID | اسماعيل عبد العال Ismail Abdelal | |

| 6 | Finance Manager - JR | Jerusalem ID | تمام شهوان Tammam Shahwan |
|---|----------------------|--------------------------------------|---------------------------------|
| DETAILS OF BANKS UTILIZED BY THE ORGANIZATION | | اسماء البنوك المعتمدة من قبل المؤسسة | |
| العنوان والفرع Branch and Address | | اسم البنك Bank Name | |
| 1 | العزيزية | Arab Bank البنك العربي | |
| 2 | غزة | Palestine Bank بنك فلسطين | |

| بيانات العاملين بالمؤسسة DETAILS OF ORGANIZATION STAFF | | | | | | |
|---|--|---|--------------------------|--|-----|--|
| الأسم Full Name | الوظيفة/ المسمى الوظيفي Position/Title | نوع التعيين/ العقد Type of Contract | مكان العمل Place Work | لا زال يعمل في المؤسسة في 2016 Still working at MC at 2016 | | |
| 1 | Heba Abdel Rahman Zaqout | Program Officer | Employment Contract | Gaza | No | |
| 2 | Siham Zaki Al Burdeni | Social Worker | Employment Contract | Gaza | No | |
| 3 | Wafa Mohammed Ulliyan | Operations Director | Employment Contract | Gaza | Yes | |
| 4 | Samer Mohammed Mohsen | Programs Director | Employment Contract | Gaza | Yes | |
| 5 | Jamalat Khalil Ali | Program Manager | Employment | Gaza | No | |

| | | | Contract | | |
|----|--------------------|--------------------------------|---------------------|------|-----|
| 6 | Hamde Ferwana | Program Coordinator | Employment Contract | Gaza | No |
| 7 | Hazar Faez Jaber | Senior Program Support Officer | Employment Contract | Gaza | No |
| 8 | Jasim Humeid | Program Manager | Employment Contract | Gaza | Yes |
| 9 | Fahed Ahmad | Program Coordinator | Employment Contract | Gaza | No |
| 10 | Reem Abu Mughaseeb | Program Coordinator | Employment Contract | Gaza | No |
| 11 | Ahmad Al Shqaqi | Program Officer | Employment Contract | Gaza | Yes |
| 12 | Abeer Joma'a | Senior Program Officer | Employment Contract | Gaza | No |
| 13 | Khalil Al Bardawel | Head of Host | Employment Contract | Gaza | Yes |
| 14 | Rawan Abu Hamda | Procurement Manager | Employment Contract | Gaza | Yes |
| 15 | Khalid Al Najjar | Program Coordinator | Employment Contract | Gaza | No |
| 16 | Salwa Nabaheen | Program Coordinator | Employment Contract | Gaza | No |
| 17 | Abdallah Badwan | Admin Coordinator | Employment Contract | Gaza | Yes |
| 18 | Amal Hana | Program Coordinator | Employment Contract | Gaza | Yes |
| 19 | Musa Abu Zbeada | Program Coordinator | Employment Contract | Gaza | No |
| 20 | Ghada Al Aryan | Program Manager | Employment Contract | Gaza | Yes |
| 21 | Mohammed Shoman | Program Officer | Employment Contract | Gaza | No |
| 22 | Rawad Nawas | Program Officer | Employment Contract | Gaza | No |
| 23 | Mohammed Jadallah | Senior Program Officer | Employment Contract | Gaza | Yes |

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|----|--|---------------------------------|---------------------|------|-----|
| 24 | Motaz Sami Al Atrash | Finance Officer | Employment Contract | Gaza | Yes |
| 25 | Faten Al Araj | Social Worker | Employment Contract | Gaza | No |
| 26 | Nevein Suhwail | Social Worker | Employment Contract | Gaza | No |
| 27 | Fady Mansour Abed | Senior DME Officer | Employment Contract | Gaza | Yes |
| 28 | Anwar Tafish | Head of Drivers | Employment Contract | Gaza | Yes |
| 29 | Motaz Lubad | Program Officer | Employment Contract | Gaza | No |
| 30 | Fadi Al Deeb | DME Coordinator | Employment Contract | Gaza | No |
| 31 | Abdel Basitt Abdel Qader Mahmoud Jahjouh | Host | Employment Contract | Gaza | Yes |
| 32 | Yasser Ismail | IT Administrator | Employment Contract | Gaza | No |
| 33 | Adham Mohammed Abu Qaren | Gaza Admin & Country HR Manager | Employment Contract | Gaza | Yes |
| 34 | Rana El Najjar | HR Assistant | Employment Contract | Gaza | Yes |
| 35 | Mohammed Hamad | Senior Logistic Officer | Employment Contract | Gaza | No |
| 36 | Ahmed Abu Samhan | Warehouse Keeper | Employment Contract | Gaza | No |
| 37 | Khaled Al Malahi | Warehouse Keeper | Employment Contract | Gaza | No |
| 38 | Sana Ibrahim Auda | Program Coordinator | Employment Contract | Gaza | No |
| 39 | Ismail Abdul Al | Finance Manager | Employment Contract | Gaza | No |
| 40 | Taysir Shaqaliah | ICT Specialist | Employment Contract | Gaza | Yes |
| 41 | Shahdia Abu Shawish | Program Coordinator | Employment Contract | Gaza | No |
| 42 | Salma Abu Oriban | Senior Compliance Officer | Employment Contract | Gaza | Yes |

| | | | | | |
|----|---------------------|----------------------------------|---------------------|------|-----|
| 43 | Saeda Abu Ramadan | Procurement Officer | Employment Contract | Gaza | No |
| 44 | Amna Afana | Host (Part Time) 50% | Employment Contract | Gaza | No |
| 45 | Alaaeddin Barakat | Driver | Employment Contract | Gaza | No |
| 46 | Ibrahim Kuhail | Senior DME Officer | Employment Contract | Gaza | Yes |
| 47 | Ahmad Muhanna | Program Officer | Employment Contract | Gaza | No |
| 48 | Reem Al Ghouti | Program Support Coordinator | Employment Contract | Gaza | No |
| 49 | Samah Al Jojo | Finance Assistant | Employment Contract | Gaza | Yes |
| 50 | Abdul Rahman Qishta | Program Officer | Employment Contract | Gaza | No |
| 51 | Randa Abu Ikmail | Senior Program Officer | Employment Contract | Gaza | No |
| 52 | Iman Ahmad | ICT Program Coordinator | Employment Contract | Gaza | No |
| 53 | Omar Radwan | Procurement Compliance Assistant | Employment Contract | Gaza | No |
| 54 | Ibrahim Al Jobour | Program Officer | Employment Contract | Gaza | No |
| 55 | Rushdey Rajab | Finance Officer | Employment Contract | Gaza | No |
| 56 | Talat Gergawi | Procurement Officer | Employment Contract | Gaza | No |
| 57 | Maysa Kuzat | ICT Program Coordinator | Employment Contract | Gaza | No |
| 58 | Mohammed Zurub | Program Coordinator | Employment Contract | Gaza | No |
| 59 | Samaher Abu Haleeb | Education Program Coordinator | Employment Contract | Gaza | No |
| 60 | Amal Abu Shahla | Compliance Assistant | Employment Contract | Gaza | No |
| 61 | Iman El Hallaq | Admin & HR Clerk | Employment Contract | Gaza | No |

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|----|-------------------|-------------------------------------|---------------------|------|-----|
| 62 | Nadine Badereddin | Program Support Officer | Employment Contract | Gaza | No |
| 63 | Fatma Fadel | Program Coordinator Industry Sector | Employment Contract | Gaza | No |
| 64 | Sami Al Shamali | CFW Program Coordinator | Employment Contract | Gaza | No |
| 65 | Ahmad Hegazy | Senior Program Support Officer | Employment Contract | Gaza | No |
| 66 | Dalia Mtair | CFW Social Worker | Employment Contract | Gaza | No |
| 67 | Ola Isa | Program Coordinator ICT Education | Employment Contract | Gaza | No |
| 68 | Majed Abu Haiba | Program Quality Coordinator | Employment Contract | Gaza | No |
| 69 | Nahed Al Kayyali | Program Quality Coordinator | Employment Contract | Gaza | Yes |
| 70 | Reema Abu Shaaban | Program Quality Coordinator | Employment Contract | Gaza | No |
| 71 | Samy Sabbah | CFW Program Coordinator | Employment Contract | Gaza | No |
| 72 | Nadine Fares | Education Program Coordinator | Employment Contract | Gaza | No |
| 73 | Khaled Qarmout | Compliance Assistant | Employment Contract | Gaza | No |
| 74 | Ahmad Shalabi | Program Coordinator | Employment Contract | Gaza | No |
| 75 | Sahar Al Taweel | Receptionist | Employment Contract | Gaza | No |
| 76 | Muhannad Al Farra | Program Coordinator | Employment Contract | Gaza | Yes |
| 77 | Ahmad Al Najjar | IT Assistant | Employment Contract | Gaza | No |
| 78 | Dina Aman | Procurement Assistant | Employment Contract | Gaza | Yes |
| 79 | Ali Al Saqqa | Program Quality Coordinator | Employment Contract | Gaza | No |
| 80 | Raneem Elwan | DME Coordinator Database | Employment Contract | Gaza | No |

| | | | | | |
|----|---------------------|------------------------------|---------------------|------------------------|-----|
| 81 | Said Abdulrahim | Communication Officer | Employment Contract | Gaza | Yes |
| 82 | Mohammed Al Sharief | Program Coordinator | Employment Contract | Gaza | No |
| 83 | Mutasem Al Shaqra | Program Coordinator | Employment Contract | Gaza | No |
| 84 | Hani Abu Rabiea | Host Full Time | Employment Contract | Gaza | Yes |
| 85 | Mira Bakri | Program Coordinator | Employment Contract | Gaza | No |
| 86 | Osama Al Asdodi | DME Director | Employment Contract | Gaza | No |
| 87 | Tammam Shahwan | Finance Manager | Employment Contract | Jerusalem/ Ramallah | Yes |
| 88 | Ronza Abdallah | Psychologist | Employment Contract | Ramallah | Yes |
| 89 | Subhi Kaljawi | Head of Drivers | Employment Contract | Jerusalem/ Ramallah | Yes |
| 90 | Khalid Jahjough | Senior Program Officer | Employment Contract | Ramallah | Yes |
| 91 | Razan Ayoubi | Finance & Compliance Officer | Employment Contract | Jerusalem/ Ramallah | Yes |
| 92 | Mahmoud Abu Rmaileh | Program Manager | Employment Contract | Jerusalem/ Ramallah | Yes |
| 93 | Nasser Abu Eid | Driver | Employment Contract | Jerusalem/ Ramallah | Yes |
| 94 | Waseem Abdeen | Junior Accountant | Employment Contract | Jerusalem/ Ramallah | Yes |
| 95 | Tamara Petro | Admin & HR Officer | Employment Contract | Jerusalem/ Ramallah | Yes |
| 96 | Hala Aweis | Host | Employment Contract | Jerusalem/ Ramallah | No |
| 97 | Ehsan Idkaidek | Program Officer | Employment Contract | Ramallah | No |
| 98 | Maram Naser | Program Coordinator | Employment Contract | Ramallah | No |
| 99 | Rand Safi | Program Coordinator | Employment Contract | Ramallah | Yes |

| | | | | | |
|-----|--------------------------------|-----------------------------|------------------|-----------|-----|
| 100 | Haifa Ulliyan Halabya | Teacher's Assistant (G) | Service Contract | Beit Rima | Yes |
| 101 | Meriam Mohamed Halabya | Teacher's Assistant (G) | Service Contract | Beit Rima | No |
| 102 | Iman Rajab Khalil Sandouka | Village Coordinator (G) | Service Contract | Beit Rima | Yes |
| 103 | Fida Mukhles Abd Al Mu'ty Snaf | Counselor (G) | Service Contract | Beit Rima | Yes |
| 104 | Mofeeda Hasan Sulaiman Issa | Counselor (B) | Service Contract | Beit Rima | Yes |
| 105 | Randa Farid Sulaiman Faradnh | Counselor (G) | Service Contract | Beit Rima | Yes |
| 106 | Hanan Farid Muhamed Khatib | Counselor (G) | Service Contract | Beit Rima | Yes |
| 107 | Amal Aqel Mohamed Hajaj | Counselor (G) | Service Contract | Beit Rima | Yes |
| 108 | Samaher Mohamed Shaker Snaf | Counselor (G) | Service Contract | Beit Rima | Yes |
| 109 | Amal Abbass Irhima | Counselor (G) | Service Contract | Beit Rima | Yes |
| 110 | Tujan Faisal Taleb Irhima | Counselor (G) | Service Contract | Beit Rima | No |
| 111 | Mona Aref Ahed Rimawi | Counselor (G) | Service Contract | Beit Rima | Yes |
| 112 | Mohammad Hajaj | Counselor (B) | Service Contract | Beit Rima | Yes |
| 113 | Azmi Abd Al Raheem | Village coordinator (B) | Service Contract | Beit Rima | Yes |
| 114 | Samar Alzagal | Counselor (B) | Service Contract | Beit Rima | Yes |
| 115 | Naheda Hajaj | Counselor (B) | Service Contract | Beit Rima | Yes |
| 116 | Amani Irhimah | Counselor (B) | Service Contract | Beit Rima | Yes |
| 117 | Shatha Atyeeh | Counselor (B) | Service Contract | Beit Rima | No |
| 118 | Hiba Zidani | Counselor (B) | Service Contract | Beit Rima | Yes |
| 119 | Nadia Taha | Counselor (B) | Service Contract | Beit Rima | Yes |
| 120 | Najiah Irhmai | Counselor Assistant (B) | Service Contract | Beit Rima | Yes |
| 121 | Horrieh Isnaf | Counselor- Girls Club (G) | Service Contract | Beit Rima | Yes |
| 122 | Hatem Zidani | Counselor Assistant (B) | Service Contract | Beit Rima | No |
| 123 | Sua'd Hussein | Counselor (G) | Service Contract | Beit Rima | Yes |
| 124 | Olfat Snaf | Counselor (G) | Service Contract | Beit Rima | Yes |
| 125 | Ola Lafi Rafiq Rimawi | Psychologist (B) | Service Contract | Beit Rima | Yes |
| 126 | Taghreed Sameer Bader Zeidan | Counselor (G) | Service Contract | Beit Rima | Yes |
| 127 | Maram Tayseer Shueibi | Environmental Counselor (B) | Service Contract | Beit Rima | Yes |

وتفضلوا بقبول فائق الأحرار

Mr. Andrew Dwonch
Mission Director
Mercy Corps

السيد أندرو دوانش
المدير
مؤسسة ميرسي كور