

Ex-change The profit of learning



SASOL Foundation
Prof. G -C. M. Mutiso
P.O. Box 14333, Westlands 00800
Nairobi, Kenya

Date: 16 January, 2007
Code: RE70116
Subject: **DRAFT agreement Edukans / Ex-change and SASOL 2007**

Dear Prof. G -C. M. Mutiso,

Herewith you receive our yearly agreement as a draft. It applies to the projects of Ex-change with SASOL in 2007. Details are described in a document called Planning and Budgeting 2007 which is available at the offices of both SASOL and Ex-change.

Based on this draft agreement Edukans will do a payment in advance of Euro 15.000 in January 2007. The coming weeks the (Ex-change SASOL) agreement will be worked out in a definitive contract form which is used within Edukans. In the running of February we expect to be able to send you the final contract 2007.

The new setting of Ex-change in Edukans brings forward some changes in procedures. We would like you to know that we will continue in doing our best to realise a successful Ex-change program, to the advantage of local communities, SASOL and Ex-change partners in the Netherlands. We are looking forward to our continued co-operation.

Yours faithfully,

Drs. H. A. Haring
Head of department Ex-change
EDUKANS



Draft Agreement Ex-change and SASOL 2007

1. Aims

The Ex-change programme of Edukans aims at vocational education, capacity building and awareness building by and for the Netherlands and developing countries. It includes funding of basic services, knowledge and skills transfer, change of attitudes and better understanding of issues of culture and welfare, for students and people in developing countries as well as in the Netherlands.

Since 2002, with SASOL, demand driven projects aimed at improvement of water systems in the Kitui district and several capacity building activities have been carried out. Besides civil engineering (construction) and funding of 31 sand storage dams so far, other disciplines are involved: agriculture, healthcare, pumping and energy technologies, measurement of water quality, ICT, trade and marketing. Along with the practical content in each project, the exchange of relevant knowledge and experience is the central focus, especially by working and learning together during the fieldwork in the Kitui district. This applies to capacity building and knowledge systems, regarding the local community, SASOL, and the Dutch students and educational institutes.

2. Project teams 2007

In 2007, SASOL and "Ex-change" will carry out 27 new projects (teams), according to the document "Planning and Budgeting 2007". Any additional project will be described and decided upon separately.

February - April (9 teams)

1. Civil Engineering
2. Civil Engineering
3. Construction/building
4. Water Quality
5. Extraction, distribution
6. Extraction, distribution
7. Energy
8. Energy
9. ICT

May - July (7 teams)

10. Civil Engineering
11. Civil Engineering
12. Water Quality
13. Agriculture
14. Trade and marketing
15. Hygiene, sanitation, nutrition
16. ICT

September - November (11 teams)

17. Civil Engineering
18. Civil Engineering
19. Civil Engineering
20. Construction/building
21. Water Quality
22. Extraction, distribution
23. Energy
24. Agriculture
25. Trade and marketing
26. Hygiene, sanitation, nutrition
27. ICT

Each team can consist of 2 - 4 Dutch students, twinned with 1 - 2 Kenyan students. This program of 2007 contains the construction and funding of 7 sand storage dams.

3. Dutch students and Kenyan colleagues

Each team consists of 2 up to 4 Dutch students: from Secondary Vocational Education and/or Higher Education. They come to Kenya for a trainee-ship and a practical period in the respective field of their study, according to the demands of their respective schools and educational levels. Ex-change and the schools use strong standards and criteria for the selection of the students.

Dutch students work and learn together with local students/youngsters from comparable Kenyan schools, courses or jobs. They all take care for mutual exchange of knowledge, skills and experience. SASOL is responsible to organise a small team of Kenyan students, from lower up to higher educational or skill level. Or, in addition, the Dutch students could give presentations and information about their project to groups of Kenyan scholars and students. Another alternative is that the community, in return of getting finances and labour for a dam, will select youngsters or scholars to be attached to the Dutch students. The Dutch students will tell and explain about themselves, the Netherlands and Europe.

Students also develop advice on future issues and possibilities, and can be invited by the local community or SASOL to carry out additional tasks. Dutch students prepare in the Netherlands, send a plan of work to SASOL before they start the fieldwork, based upon an assignment by SASOL. Reporting and evaluation are completed within two months after the end of the fieldwork.

4. Preparation, coaching and guidance

In the preparation and ending phase the Dutch students are coached by their respective study co-ordinators of their own schools in the Netherlands. Ex-change takes care for organisation and monitoring of these phases.

During the stay and fieldwork in Kenya, SASOL takes care for guidance, supervision and coaching (including evaluation) conform the aims of Ex-change. If necessary this is done by involving other experts or institutes. Students will receive enough own responsibilities, as a person and as a group, in order to learn to make choices and decisions themselves and to grow in independence and interdependency. The supervision of SASOL will be varied from more intense in the beginning towards less intense to the end of the project, and in balance with the experience and self-reliance of the student team.

In advance of the fieldwork and the projects SASOL specifies the main goals and program to Ex-change and the Dutch students. This is based upon needs and questions from local communities (demand) and directly related towards poverty reduction and capacity building. This is worked out through assignments for each student team, send by SASOL 8 weeks in advance of each fieldwork period. About 4 weeks before departure a team receives possible additional specifications and details from active fieldwork-teams.

Together with their schools and Ex-change, Dutch student teams prepare an action plan or plan of work. This is send to SASOL 2 weeks before arrival in Kenya, and will be discussed the first week when students get their introduction at SASOL in Kitui.

5. Responsibilities

As a contractor, SASOL is responsible for the technical, material and organisational aspects of the fieldwork projects in the Kitui region. This includes technical supervision, possibly by involving other external partnerships, and servicing and escorting the students in Kenya. Also, SASOL takes care for administrative and financial reporting to Ex-change, conform international standards for NGO's and funds.

SASOL is not responsible for any personal or material damage of or by Dutch students, unless the damage is caused by careless and/or reckless behaviour of SASOL or it's employees or representatives, and the damage is not (fully) compensated by the students insurance. The Dutch students and guests are responsible for their own well being, while travelling and during their fieldwork stay. In case of emergencies, staff of SASOL will do their utmost best to solve any upcoming problems. SASOL also takes care for the twinning with Kenyan scholars, students or people who work and learn together with the Dutch team.

Ex-change is responsible for preparation and selection of a group of capable students. Together with the school organisations of these students Ex-change monitor (evaluate) the educational relevance of the project.

Ex-change takes care for information and instructions before the students leave for Kenya, and watches for good travel and health insurance by the students themselves, including medical cost and repatriation.

6. Accommodation and living

SASOL arranges housing facilities and food for the Dutch students. This will be done at fair rates (local costs of living), to be paid by the students through Ex-change. The accommodation and environment must be safe and inspiring, and give way for contact with the Kenyan society. Furthermore SASOL organises and offer administrative and communication facilities for Dutch students, at least once in two weeks. Regarding accommodation, food and communication, students can make choices themselves after consultation of SASOL.

When entering and leaving Kenya, the Dutch students will stay for some nights in a Nairobi Hotel arranged by SASOL. Students will pay these costs themselves.

7. Local transport

Students pay for local transport and for transport from Nairobi to the Kitui region. This will be co-ordinated and arranged by SASOL at low local prices. SASOL takes care for project related transport for the Dutch students when working in the fieldwork project, from the place of living to the location of the fieldwork. This is paid by SASOL from the Ex-change budget. Bikes could be useful. These bikes can be bought and sold again, or hired, by the students themselves. SASOL provides information to students which transport is preferable and when/how to make use of it due to issues of quality/safety.

8. Costs and payments

The costs related to the 27 Ex-change projects, including funding of 7 sand-storage-dams, guidance, knowledge transfer, capacity building and servicing and logistics of Dutch and Kenyan students, are stipulated in the Planning and Budgeting 2007 document (see appendix), and are totalling to:

a TOTAL of Euro 118.685

In 2007 Ex-change will make a financial donation to SASOL divided in 4 payments, related to the 3 shifts of student teams who will arrive in Kitui in 2007. The first will be a payment in advance of the contract of Euro 15.000, to be done in January. The second payment of Euro 25.000 will be done after signing of the contract, probably in February. The third payment of Euro 40.000 will be done in August, before the third shift of student teams will arrive and after being informed through a first evaluation report on the results of the first part of the Ex-change program (teams of February up to May). The fourth and final payment of Euro 38.685 will be done after a final evaluation and written report by SASOL about results, impact and financial statement on projects 2007. This report should be send to Ex-change at the end of November. Final payment can be done in December.

The payment schedule for 2007:

25 th January	Payment in advance	Euro	15.000
February	Signing the contract / agreement		
25 th February	Second payment	Euro	25.000
June	Evaluation report 1 (about shift 1)		
25 th August	Third payment	Euro	40.000
November	Evaluation report 2 / final report 2007		
25 th December	Fourth payment	Euro	38.685
	TOTAL	Euro	118.685

The costs for renting of four houses for the students in Kitui will be dealt with separately, with a receipt from SASOL to Ex-change and a separate payment of this by Ex-change. This includes additional furniture, bedding and other important equipment, which is owned by the Ex-change program under supervision by SASOL.

A separate budget of Euro 5.000 will be available for emergencies with regard to Dutch students of Ex-change. Ex-change will send this budget separately to SASOL. SASOL is responsible for activities and use of it and includes this in the yearly evaluation report.

With the budget of Euro 118.685 SASOL takes care for materials and supplies for 7 sand-storage-dams, project related transport, support, servicing and purchases for 27 student teams during fieldwork in the Kitui region, supervision, coaching and activities in the field of capacity building, exchange of expertise and building up knowledge systems.

SASOL keeps administration and offers specified accounts on costs that are made, concerning the budget rules that have been made. Budget that is not being used will be transferred to the near future and for new following project activities.

Dutch students pay for their own tickets, travel and health insurance, local transport and housing when they are in Kenya. They also pay the costs for accommodation and the foods and drinks they need during their stay in Kenya. Depending on their fundraising activities and results in the Netherlands they receive a cost-refund from Ex-change.

Prices for accommodation and food in the Kitui fieldwork areas are at fair rates, at a level of local costs of living and local transport. Dutch students gain a lot of experience but also invest a lot with their participation. Local communities (and SASOL) receive funds, extra capacity and expertise through the Ex-change program. This way all participants gain from Ex-change (The profit of learning).

9. Overall co-ordination

Besides communication on policy and projects with the management and board of SASOL, SASOL makes one of their employees responsible for general co-ordination of the several fieldwork projects and student teams. For 2007, Joseph Mutinda Munguti will fulfil this task. In addition a second person will be available and trained within SASOL in case of possible absence of Joseph Mutinda Munguti.

Drawn up at / by:

Date: _____

Place: _____

Signature: _____

Prof. G-C.M. Mutiso
Chair

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