

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

Date: 4 February, 2004  
Code: 1580/HH/260  
Subject: **Agreement Ex-change and SASOL**

Dear Prof. G -C. M. Mutiso,

Herewith you receive two agreements by post, signed by Ex-change. They apply to nine projects of Ex-change with SASOL in 2004. Details have been discussed thoroughly in a working visit at the SASOL field office recently.

Would you please be so kind to sign both agreements and to return one of them. When we receive the signed agreement we will pay the first part of budget according to the schedule.

We will do our best to realise a successful project program, to the advantage of the local community, SASOL and partners of Ex-change in the Netherlands. We are looking forward to our co-operation this year and in the further future.

Yours faithfully,

Drs. H. A. Haring  
Manager Ex-change Foundation

**Agreement Ex-change and SASOL 2004**  
**Fieldwork trainee-ship projects in the district of Kitui**

**1. Content**

Since 2002 demand driven projects are aimed at improvement of water systems in the Kitui district and several related development activities. Besides civil engineering and the construction and funding of 4 sand storage dams so far, other disciplines are involved: agriculture, healthcare, pumping and energy technology, measurement of water quality, ICT, media and promotion. 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. This applies to capacity building and knowledge systems, with regard to the local community, SASOL, and the Dutch students and educational institutes. Students must also give advice on future issues and possibilities for “Ex-change” in Kitui and Kenya. Students can also be invited by the local community or SASOL to carry out additional tasks.

**2. Project teams**

In the program and agreement of 2003 8 projects were involved, of which 3 of them have been postponed to the first months of 2004: media, pumping technology and water quality.

In 2004, SASOL and “Ex-change” will carry out 9 new projects. Dutch and Kenyan students and local people work and learn together during three months, in the Kitui district. Before this fieldwork there is preparation in the Netherlands, while reporting and evaluation are completed within two months after the end of the fieldwork.

**Remaining program 2003**

|    |                        |         |                  |
|----|------------------------|---------|------------------|
| 1. | Pumping & Energy Kitui |         | February – April |
| 2. | Media                  | Kituvwi | February – March |
| 3. | Water quality          | Kitui   | March – May      |

**New program 2004**

|    |                   |                 |                  |
|----|-------------------|-----------------|------------------|
| 1. | Civil Engineering | Kituvwi         | February – April |
| 2. | Civil Engineering | Kituvwi         | May – July       |
| 3. | Civil Engineering | Kaliakatune     | May – July       |
| 4. | Agriculture       | Kwa Kitonyi     | May – July       |
| 5. | ICT               | Kitui           | May – July       |
| 6. | Health Care       | Kitui / Kituvwi | August – October |
| 7. | Water Quality     | Kitui           | August – October |
| 8. | Civil Engineering | Kituvwi         | August – October |
| 9. | Civil Engineering | Kaliakatune     | August – October |

The new program of 2004 contains construction and (partly) funding of 5 sand storage dams.

In 2005 it is expected that this cycle of different disciplines and projects is running again.

### **3. Dutch students and Kenyan colleagues**

Each team consists preferably of maximum 4 Dutch students: 2 from Secondary Vocational Education and two of 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 together 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 counterpart 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 four youngsters or scholars to be attached to the Dutch students. The Dutch students will tell and explain about themselves, the Netherlands and Europe.

### **4. 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 supervision and coaching, if necessary by involving other experts or institutes. Students will also 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 will be based upon needs and questions from the local communities (demand driven), and closely related towards poverty reduction and capacity building.

Together with their schools and with Ex-change, the Dutch student teams prepare a (global, flexible) action plan or work plan. This will be send to SASOL before their arrival in Kenya, and it will be discussed in the first week when the students will get their introduction at SASOL and 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 the Dutch students. The Dutch students and guests are responsible for their own well being,

while travelling and during their fieldwork stay. In case of emergencies, the staff of SASOL will try their utmost to solve any upcoming problems. SASOL also takes care for a group of Kenyan scholars, students or people who work and learn together with the Dutch team. Or otherwise organise a presentation by Dutch students for students at local schools or in the community.

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

Ex-change takes care for thorough instruction and information, and watches for good travel and health insurance by the students themselves, including medical cost and repatriation.

**6. Costs and payments**

The costs for the 5 sand-storage-dams, together with guidance, knowledge transfer, capacity building and servicing and logistics for the 9 teams of Dutch and Kenyan students, are estimated at a total of Euro 48.500:

|   |              |
|---|--------------|
| • 5 sand-storage-dams @ 7.000                 | 35.000       |
| • coaching, exchange, capacity building 9@800 | 7.200        |
| • servicing and logistics 9 @ 350             | <u>2.700</u> |
| TOTAL   | 44.900 Euro  |

Ex-change makes a financial donation to SASOL of four times Euro 9.500, a total of 38.000 Euro. The fifth payment of 6.900 Euro will be done after finishing, evaluation and a written report by SASOL about the results and impact of the projects. The first payment will be done after signing this agreement, the second one in May, the third one in August and the fourth one in October.

Other costs are related to specific project needs. They will be paid for or sponsored in the Netherlands, before the students leave to Kenya. When (some of) these costs must be made in Kenya this will be separately clustered and paid for by Ex-change in due commitment with SASOL. This applies to the next budget indications:

|                 |              |
|-----------------|--------------|
| • Agriculture   | 1.500        |
| • ICT           | 6.000        |
| • Health Care   | 2.500        |
| • Water Quality | <u>5.000</u> |
| TOTAL           | 15.000 Euro  |

With the budget of Euro 44.900 SASOL takes care for materials and supplies for 5 sand-storage-dams, local transport, general support and servicing for 9 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. Budget that is not being used will be transferred to the near future and for new project activities.

Dutch students pay for their own tickets, travel and health insurance, local transport and housing in Nairobi and transport from Nairobi to the Kitui region. They also pay the costs for accommodation and the foods and drinks they need during their stay in Kenya.

SASOL helps to arrange prices for accommodation and food in the Kitui fieldwork areas at very fair rates, at a level of local costs of living and local transport. In return the communities (and SASOL) receive funds, capacity and expertise from the Dutch students and partners.

### **7. Accommodation and living**

SASOL helps organising housing facilities, food and drinking water for the Dutch students. This will be done at fair rates (local costs of living), to be paid by the students. 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 the Dutch students, at least once in one or two weeks (use of computer and e-mail, fax or telex), in the community or at SASOL field office in Kitui.

When entering and leaving Kenya, the Dutch students will stay for some nights at the Nairobi International Youth Hostel. Students will pay these costs themselves.

The hotel, pension or local housing where the students reside provides breakfast, a (take away) lunch and a diner. The students pay for this themselves, and for other costs of living.

### **8. Local transport**

Students also 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 also takes care for local transport for the Dutch students when working in the fieldwork project, from the place of living to the location of the dam. Bikes could be useful. These bikes can be bought and sold again, or hired, by the students, from SASOL.

### **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 2004, Joseph Mutinda Munguti will fulfil this task.

Drawn up at / by:

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature:

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Prof. G-C.M. Mutiso  
Chair

Drs. H.A. Haring  
Manager

SASOL Foundation

Foundation Ex-change

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