

PUM - APPLICATION FORM

1. Organisation (click for help)

1a	Name:	SASOL FOUNDATION
1b	Postal Address:	BOX 14333
	Postal Code:	00800
1c	Town/Place:	NAIROBI
1d	Country:	KENYA
1e	Telephone:	254-020-860772
1f	Fax:	254-020-860771
1g	E-mail address:	muticon@wananchi.com
1h	Website:	NA

2. Name and position of principal officer(s) (click for help)

Initials	Infix	Surname	Position	Male or Female	
G-C. M		Mutiso	Chair	<input type="radio"/> Male	<input type="radio"/> Female
Sam		Muthoka	Manager	<input type="radio"/> Male	<input type="radio"/> Female
				<input type="radio"/> Male	<input type="radio"/> Female

3. Name and position of the officer dealing with PUM (click for help)

Initials:	G-C. M.	Infix:		Surname:	Mutiso
Position:		Male or Female:	<input type="radio"/> Male <input type="radio"/> Female	E-mail:	

4. Legal form of the organisation (click for help)

<input type="radio"/> Individual

- Co-operation
- Limited Liability Company
- Joint Stock Company
- Other. Please specify: [Non-Governmental Organization](#)

5. Ownership [\(click for help\)](#)

5a	Please indicate type of ownership in percentage:		
	Private:	%	
	Government:	%	
	Other: NGO	-100%	%

5b	Percentage of foreign ownership:	0%	%
	If applicable, please state names, nationality and percentages of foreign owners:		

6. Financial details [\(click for help\)](#)

6a	Please state balance sheet total in local currency or US dollars:	Ksh. 16,000,000		
		Usd. 214,000		
6b	Please state annual turnover of the last two years in local currency or US dollars:	Year	Annual sales volume	Currency
		2003		Ksh. 12,000,000 Usd.160, 000
		2004		Ksh. 14,000,000 Usd. 187,000
	Please attach latest annual profit and loss statement and balance sheet.			

7. Organisational details

7a	Number of employees: 35
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7b	In which year was the organisation established?	1990
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8. Main products/services (click for help)

8a	Describe products and/or services offered. Please enclose catalogues and brochures if available.	SASOL constructs sand dams with Kitui communities.
8b	Where and how are the products or services sold?	NA
8c	Does the organisation manufacture under licence to a foreign firm or sell as an exclusive local sales agent for a foreign company?	<input type="radio"/> Yes <input checked="" type="radio"/> No
8d	If so, please list the names of main foreign licensors and products:	NA

9. Location(s)

	Please specify the geographical location(s) of the organisation	
9a	Head office:	No. 1 Isukuuni Place, Thika /Garden Estate Read. Nairobi, Kenya
9b	Production:	
9c	Sales:	
9d	Warehousing/distribution:	
9e	Other, namely: Field Operations	Kitui District, Kenya

10. Assistance requested from PUM (click for help)

10a	Are you applying for initial assistance or for follow-up to any previous PUM
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	project? <input type="radio"/> Initial --> Please proceed to question 10c <input checked="" type="radio"/> Follow-up
10b	<p>Concerning the previous project(s):</p> <p>Who was (were) the expert(s) and when did the project(s) take place?</p> <p>Names(s): <u>Mr. ing. A. S. M. Vrienten</u>..... Period(s): <u>2004</u>.....</p> <p>Have you implemented the recommendations of this (these) expert(s)?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Partially</p> <p>Please explain: <u>The purpose was to develop a log frame on SASO/Exchange Work, which is afoot</u>.....</p> <p>How would you rate the impact of the recommendations of the expert(s) on:</p> <p>1. Quality of current <u>products</u>/services? <input checked="" type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Sufficient <input type="radio"/> Poor <input type="radio"/> Not applicable</p> <p>2. Development of new products/services? <input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Sufficient <input type="radio"/> Poor <input type="radio"/> Not applicable</p> <p>3. Efficiency? <input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Sufficient <input type="radio"/> Poor <input type="radio"/> Not applicable</p> <p>4. Market share? <input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Sufficient <input type="radio"/> Poor <input type="radio"/> Not applicable</p> <p>5. Company turnover? <input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Sufficient <input type="radio"/> Poor <input type="radio"/> Not applicable</p> <p>6. Labour conditions? <input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Sufficient <input type="radio"/> Poor <input type="radio"/> Not applicable</p> <p>7. Access to finance? <input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Sufficient <input type="radio"/> Poor <input type="radio"/> Not applicable</p> <p>8. Profitability? <input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Sufficient <input type="radio"/> Poor <input type="radio"/> Not applicable</p>
10c	<p>What is the reason for this request for assistance? <u>SASOL and Exchange want to explore the possibility of a center to train both Dutch and Kenyan students on development problems of very dry areas of the District of Kitui.</u></p>
10d	<p>Please describe in detail the work the PUM expert will be expected to perform: <u>The expert will investigate the feasibility of developing a training center. This will involve discussions with relevant officials at local, district and national levels; discussion with members of the local Kitui community; discussions with Exchange and SASOL Staff and board members and possibly a development of the specifics on the strategy for implementing the proposal.</u></p>

10e	What qualifications do you expect the PUM expert to have (please be specific)? To have management and technical experience on technical training institutions . Ability to develop a strategy for establishing a center and skills in developing detailed project proposals.
10f	What are the expected results of the project (please be specific)? A training center project proposal.

11. Estimated time for which PUM assistance is required (maximum 3 months) (click for help)

11a	Duration (in days)	.30-45 daysdays
11b	Desired starting date of project: (year/month/day) (2005yyyy/07mm/01dd)

12. Communication with PUM expert

12a	Do the people with whom the expert will be dealing speak:	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> German <input type="checkbox"/> Spanish <input type="checkbox"/> Dutch <input type="checkbox"/> Bahasa Indonesia <input type="checkbox"/> Russian <input type="checkbox"/> Other. Please specify:
12b	If necessary, is an interpreter available?	<input checked="" type="radio"/> Yes <input type="radio"/> No

13. Housing accommodation and working facilities of PUM expert

13a	Type of housing accommodation provided:	Local hotel
13b	Name of housing accommodation provided:	Kitui Tourist Hotel
	Address of housing accommodation provided:	Kitui Town
13c	Planned working location of PUM expert:	Kitui District
13d	Distance from housing accommodation to work: halfkm
13e	Type of transport provided:	
13f	Will you offer the expert suitable office facilities and secretarial services?	<input type="radio"/> Yes <input checked="" type="radio"/> No

14. Assistance from other [organisationsorganizations](#)

14a	Have you received or will you receive managerial or technical assistance from other organisationsorganizations ?	<input type="radio"/> Yes <input checked="" type="radio"/> NO <input type="radio"/> No
	If so, please specify name(s), activities and period(s):	NA
14b	Do you have financial means available to hire a comparable commercial adviser for this project?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> No
14c	Local project costs are for your account (see question 16). Do you also have financial means available to pay the international travellingtraveling expenses?	<input type="radio"/> Yes <input checked="" type="radio"/> NO <input type="radio"/> No Expect Exchange to chip in .

15. Contact with PUM

15a	How did your organisation organization get in touch with PUM?	<input type="checkbox"/> Via PUM local representative <input type="checkbox"/> Via Dutch Embassy <input type="checkbox"/> Via PUM website <input type="checkbox"/> Via PUM brochure <input type="checkbox"/> Otherwise, namely:
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16 Important conditions relating to your application

1. Costs related to the project

PUM organizes and usually pays for the international return airline ticket and the health- and accident insurance of the expert.

The applicant covers all local costs of the expert, including accommodation, cost of living (meals, beverages, service costs, laundry and incidental costs) and local transport.

2. Required actions by the applicant

- To provide and pay for suitable accommodation for the expert. This accommodation will be arranged properly in advance and in consultation with the local PUM representative.
- To provide all local transport required by the expert.
- To meet the expert on arrival and to accompany him to the reserved accommodation;
- To provide suitable office facilities and if necessary, a good interpreter;
- To provide, if required, the necessary (work) permits and to extend the visa for the expert;
- To send a completed PUM evaluation form after the project.

3. Legal issues relating to the project

- The expert will treat confidentially all information provided.
- The expert is a volunteer, not contractually employed by PUM and therefore cannot commit PUM legally.
- In case the applicant suffers damage or disadvantages in connection with the project or because of the implementation of the recommendations of the expert, the applicant will not initiate legal proceedings or claims against the expert, PUM or its staff.
- The applicant will protect the expert against any legal claims for damage in connection with the project or because of the implementation of the recommendations of the expert.
- This application shall be governed by Dutch law. Any dispute arising from it shall be referred to the competent civil court in The Hague.

4. Agreement

The undersigning representative of the applicant is authorized to accept these conditions on behalf of the applicant by sending in this application.

Name and position of requesting officer: Name of PUM representative involved:

[Prof. G-C. M. Mutiso Sasol Board](#)
[Chair](#).....

.....

Date

.....([2005](#)yyyy/[05](#)mm/[18](#)dd)

Please attach this Word-document and e-mail it to: info@pum.nl, or copy it to a floppydisc and send it to:

PUM
P.O. Box 93078
2509 AB The Hague
The Netherlands

HELP

1. Organisation

Please enter the details of your organisation, NOT your personal address.

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2. Name and position of principal officer(s)

Principal officer(s) only, like: CEO,CFO.

Initials: First letter of the officer's first name(s). E.g.: John William Smith has the initials J.W.

Infix: A small, connecting word in your name, e.g.: von, y, de la ...

Surname: Your last name or family name. E.g.: John William Smith's surname is Smith.

Position: The officer's position in your organization.

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3. Name and position of the officer dealing with PUM

The details of the officer primarily responsible for all contact/relations with PUM.

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4. Legal form of the organisation

Does the company belong to one person, is it a combination of individual companies, a Limited Liability Company or a Joint Stock Company.

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5. Ownership

The percentage of private, government and public or other ownership of your company.

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6. Financial details

Balance sheet total: The sum of your equity (capital + reserves + retained earnings) and longterm and shortterm debts.

The default currency selected is USD. Select another currency from the list if you want to provide the amount in another currency.

Annual turnover of the last 2 years: The sum of your companies sales of the last 2 ~~years~~ years. The default currency selected is USD. Select another currency from the list if you want to provide the amount in another currency.

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8. Main products/services

Please give us as much details as possible. We need this information in order to provide you with the best advisor for your company.

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10. Assistance requested from PUM

Please give us as much details as possible. We need this information in order to provide you with the best expert for your company.

10b. Concerning previous projects:

Only answer these questions if it is a follow-up request, and your company has received any PUM assistance in the past. Even when the assistance was given to another part of the company, or by another expert than you are now applying for.

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11. Estimated time for which PUM assistance is required (maximum 3 months)

Duration: There's a minimum of 3 days for Central European and East European countries, and 5 days for all other countries.

Desired starting date: Please keep in mind that the period between applying for [ana](#) PUM experts and the actual starting date usually takes at least 4 weeks. Adjust your desired starting date accordingly.

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