

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

Date: 22 December, 2004
Code: RE41222
Subject: **Agreement Ex-change and SASOL**

Dear Prof. G -C. M. Mutiso,

Herewith you receive two agreements signed by Ex-change. They apply to 18 projects of Ex-change with SASOL in 2005. Details have been discussed in a working visit at SASOL in June and are described in a document called Planning and Budgeting 2005.

Would you please be so kind to sign both agreements and to return one of them? When you return the last page of the signed agreement in advance by fax we can pay the first 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 2005

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 9 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 during fieldwork in 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 2005

In 2005, SASOL and "Ex-change" will carry out 16 new projects (teams), according to the document "Planning and Budgeting 2005". Two (2) additional projects are described separately.

February - April

1. Civil Engineering
2. Extraction, distribution
3. Energy
4. Water Quality
5. ICT

May - July

6. Civil Engineering
7. Civil Engineering
8. Food production
9. Agricultural marketing
10. Hygiene, sanitation, nutrition

September - November

11. Civil Engineering
12. Civil Engineering
13. ICT
14. Energy
15. Extraction, distribution
16. Water Quality

This program of 2005 contains the construction and funding of 5 sand storage dams.

In addition to the Planning and Budgeting that has been agreed by SASOL and Ex-change in 2004, two more teams will be added to the program. There is a clear demand by Dutch schools/students and there is a need and a possibility (capacity) at SASOL. This is discussed with the field management of SASOL. The budget for the two additional teams will be calculated with the same criteria for budgeting as regards to the 16 other projects. Two additional teams:

17. Water Quality May - July
18. Food production September - November

3. Dutch students and Kenyan colleagues

Each team consists of 2 up to 4 Dutch students: half from Secondary Vocational Education and half 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 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 on the assignment by SASOL (Planning and Budgeting 2005). Reporting and evaluation are completed within two months after the end of the fieldwork.

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. This is done by the log frame 2005 - 2010 and Planning and Budgeting 2005.

Together with their schools and with Ex-change, the Dutch student team prepares a (global, flexible) 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 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 do their utmost best 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. An additional insurance will be arranged by Ex-change for general risks as a supplier for practical work placements for Dutch students (risks during practical study-work, not private time).

6. Costs and payments

The costs for the 18 Ex-change projects, including 5 sand-storage-dams, guidance, knowledge transfer, capacity building and servicing and logistics of Dutch and Kenyan students, are stipulated in the Final Budget 2005 (see appendix), and are totalling to:

A TOTAL of Euro 58.485

Ex-change makes a financial donation to SASOL of six times Euro 9.000, a total of Euro 54.000 Euro. The seventh payment of Euro 4.485 will be done after an evaluation and written report by SASOL about results, impact and financial statement on the projects 2005.

The payments will be scheduled as follows:

1. First payment after receiving signed agreement (January)
2. March 15th
3. May 15th
4. June 30th
5. August 15th
6. October 15th
7. After evaluation / report / financial statement (December)

The costs for renting of two 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.

Also, a separate budget of Euro 5.000 will be made available for emergencies with regard to Dutch students of Ex-change. Ex-change will open a bank account in Kenya for which SASOL will be authorized to operate this account (see Planning and Budgeting 2005).

With the budget of Euro 58.485 SASOL takes care for materials and supplies for 5 sand-storage-dams, project related transport, support, servicing and purchases for 18 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.

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. That is because in return the communities (and SASOL) receive funds, extra capacity and expertise from the Dutch students and partners.

7. 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. 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 (e-mail). Regarding accommodation, food and communication, students can choose themselves with SASOL advice.

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.

8. 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 also 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. 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 2003, Joseph Mutinda Munguti will fulfil this task.

Drawn up at / by:

Date: _____

Place: _____

Signature:

Prof. G-C.M. Mutiso
Chair

SASOL Foundation
P.O. Box 14333 Westlands 00800
Nairobi
Kenya

Drs. H.A. Haring
Manager

Foundation Ex-change
Postbus 83,
3440 AB Woerden
The Netherlands