

3670123 (5)

DEPARTMENT OF STATE
AGENCY FOR
INTERNATIONAL DEVELOPMENT

1. Cooperating Country
NEPAL

Page 1 of 12 Pages

2. PIO/T No.
367-0123-3-70119

3. Original or
Amendment No.

4. Project/Activity No. and Title
367-0123 PD-AAD-047
RADIO EDUCATION TEACHER TRAINING

PIO/T
ACTION
REQUEST

PROJECT IMPLEMENTATION
ORDER/TECHNICAL
SERVICES

DISTRIBUTION
Clearances:
HMC/N

5. Appropriation Symbol
72-11X1025

6.A. Allotment Symbol and Charge
425-50-367-00-69-83

6.B. Funds Allotted to:
 A.I.D./W Mission

7. Obligation Status
 Administrative Reservation Implementing Document

8. Funding Period (Mo., Day, Yr.)
From 3/1/78 To 9/30/79 15p.

9.A. Services to Start (Mo., Day, Yr.)
Between 4/1/78 and 4/15/78

9.B. Completion date of Services
(Mo., Day, Yr.)
7/31/81

N.N. Singh
Joint Secretary
Ministry of
Education

10.A. Type of Action
 A.I.D. Contract Cooperating
Country Contract Participating Agency
Service Agreement Other

10.B. Authorized Agent
AID/Washington

Kedar N. Shrestha
K.N. Shrestha
Dean
Institute of
Education

Estimated Financing		(1)	(2)	(3)	(4)
\$1,000=		Previous Total	Increase	Decrease	Total to Date
11. Maximum A.I.D. Financing	A. Dollars	-	707,000	-	707,000
	B. U.S.-Owned Local Currency				
12. Cooperating Country Contributions	A. Counterpart				
	B. Other				

15. Mission References
FY 1977-9
Radio Education
Teacher Training
Project Agreement
Original

14. Instructions to Authorized Agent
The authorized agent is requested to contract with a U.S. university or other appropriate U.S. institution to carry out the purposes of this pilot project as outlined herein. The total contract period should be from March 1, 1978 through July 31, 1981. This PIO/T provides funds of \$707,000 to fund a portion of the contract.

The authorized agent is requested to solicit technical proposals from at least the following institutions, all of which have had institutional experience appropriate to this project, have had successful experience overseas, and have had continued interest in overseas development work.

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15. Clearances - Show Office Symbol, Signature and Date for all necessary Clearances.

A. The specifications in the scope of work are technically adequate
Office of Human Resources Development
BC Newberry

B. Funds for the services requested are available
Office of Financial Management
W.A. Jones

C. The scope of work lies within the purview of the initiating and approved Agency Programs
Program Operations
Bal Gopal

D. Office of Administrative Management
Dechind

E. Training Branch
Ch. Pradhan

F.

16. For the cooperating country: The terms and conditions set forth herein are hereby agreed to:
Signature and date: *D.R. Pandey*, Additional Secretary, Min. of Finance, HMC/N

17. For the Agency for International Development:
Signature: *Julius E. Coles*
Title: Assistant Director, USAID/Nepal

18. Date of Signature
12/9/77

SCOPE OF WORK

19. Scope of Technical Services

A. Objective for which the Technical Services are to be Used

The purpose of this pilot project, and the objective for which the technical services
(Continued on Page 6)

B. Description

The technical assistance specialists along with their counterparts will have the basic responsibility for project development, but they will coordinate closely with the Institute of Education, the Ministry of Education, Janak Education Materials Center, Radio Nepal, the Curriculum Development Center and the National Education Committee. To assure coordination, a committee will be formed of one representative from each of the above organizations to formulate policy and to monitor project development.

The contract technicians will participate each year in an Annual Project Review/Evaluation. This project review will use as its basis the Work Plan and should include major concerned parties, including the contractor Team Leader, USAID/N representatives, the project Director, HMC/N officials, and others as appropriate.

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C. Technicians

(1) (a) <u>Number</u>	(b) <u>Specialized Field</u>	(c) <u>Grade and/or Salary</u>	(d) <u>Duration of Assignment (Man-Months)</u>
1	Team Leader/Teacher Educator		48
1	Radio Production Specialist		12
1	Self-Instructional Materials Specialist		18
1	Evaluation Specialist		18
10-12	Short-term Technical Specialists		25
4-5	U.S. Manufacturers Representatives		4

(Continued on Page 9.)

(2) Duty Post and Duration of Technicians' Services

Kathmandu, Nepal

(3) Language requirements No Nepali language training for contract team members is necessary prior to arrival, though knowledge of Nepali would be very valuable to the Radio Production Specialist and the Self-Instructional Materials Specialist. Once in

(4) Access to Classified Information

(Continued on Page 10.)

The Team Leader should have the usual security clearance. Security clearances for other contract team members are not required.

(5) Dependents Will Will Not Be Permitted to Accompany Technician at contract expense for only those contract team members who are assigned to Nepal for twelve consecu-

D. Financing of Technical Services

(1) By AID - \$ 431,000 (See Budget in Page 10)

(2) By Cooperating Country - Nil

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20. Equipment and Supplies (Related to the services described in Block 19 and to be procured outside the Cooperating Country by the supplier of those services)

A. (1) Quantity	(2) Description	(3) Estimated Cost	(4) Special Instructions
	Household equipment, furniture, and repairs (Logistical Support)	\$27,000	
	Equipment and Materials (Project Commodities)	\$82,000	

This project contains a very considerable commodity component, with most of the commodity requirements having been tentatively selected by the project development team with the assistance of HMG. The Contractor will be expected to review these requirements to assure appropriateness, to assist HMG in selection of essential equipment, and after mutual Contractor and HMG concurrence, and approval by USAID/Nepal, to procure the commodities. Where relevant, the Contractor will assure, to the extent feasible and appropriate, that equipment is properly installed and functioning and that HMG has made proper arrangements for maintenance. Notwithstanding the above, the Contractor may procure miscellaneous supplies and commodities not to exceed \$200 per order without the approval of USAID/Nepal.

The Contractor may purchase for use on the project two vehicles, with cost, including shipping costs, not to exceed \$9,000 per vehicle.

B. Financing of Equipment and Supplies

(1) By AID - \$ 109,000 (See Budget in Page 10)

(2) By Cooperating Country - Nil

21. Special Provisions

- A. This PIO/T is subject to AID (contracting), ~~(USAID/Agency/USAID)~~ regulations.
- B. Except as specifically authorized by AID, or when local hire is authorized under the terms of a contract with a U.S. Supplier, services authorized under this PIO/T must be obtained from U.S. sources.
- C. Except as specifically authorized by AID/W, the purchase of commodities authorized under this PIO/T will be limited to the U.S. under Geographic Code 000.

D. Other (specify):

1. Training

The Contractor will make necessary arrangements to provide training in the U.S. and third countries in appropriate institutions. Section 14, Subsection (a) (5) of the university contract General Provisions notwithstanding, the contract should be written to permit the Contractor to procure and pay for out of contract funds the tickets for international travel for project participants. Most of the training will be short-term, though there will be limited amounts of long-term training to arrange.

There will also be considerable amounts of in-country training to be planned and organized, with the assistance, as appropriate, of HMG/N.

Financing of Participants by AID - \$107,000 (See Budget in Page 10)

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Within three months after arrival of the Team Leader in Nepal for his/her long-term assignment, the contractor will submit to USAID/Nepal for its approval a detailed time-phased work plan covering the entire project period. The format for this work plan will be approved by USAID/Nepal prior to preparation. This Work Plan will be revised thereafter at least annually with revisions to be submitted to and approved by USAID/Nepal. 10 copies of a semi-annual progress reports shall be submitted to USAID/N. Five copies of the work plan and reports will also be forwarded to FMG/N.

Each specialist/technician in Nepal for a period of eleven months or longer will provide 5 copies of a comprehensive end-of-tour report to USAID/Nepal. The Contractor shall submit 10 copies of a final report to USAID/N and 10 copies to AID/W.

Other professional and financial reports as may be required will be prepared.

23. Background Information (Additional information useful to Authorized Agent and Prospective Contractors or Participating Agency; if necessary cross reference Block 19.C(1) above.)

The National Education System Plan, USAID's Development Assistance Plan (DAP), the Project Paper (PP), Project Agreement, and other pertinent reports available at USAID/N.

24. Relationship of Contractor or Participating Agency to Cooperating Country and to AID**A. Relationships and Responsibilities**

The institution which receives the contract for this project will be expected to work directly with the Government of Nepal in planning and implementing the project.

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B. Cooperating Country Liaison Official

Secretary, Ministry of Education, or his designated representative.

C. AID Liaison Officials

Chief, Office of Human Resources Development, USAID/Nepal.

LOGISTIC SUPPORT

25. Provisions for Logistic Support	IN KIND SUPPLIED BY		FROM LOCAL CURRENCY SUPPLIED BY		TO BE PROVIDED OR ARRANGED BY SUPPLIER
	AID	COOPERATING COUNTRY	AID	COOPERATING COUNTRY	
A. Specific items (Insert "X" in applicable column at right. If entry needs qualification, insert asterisk and explain below in C. "Comments")					
(1) Office Space		X			X
(2) Office Equipment		X			X
(3) Housing and Utilities					X
(4) Furniture		X ^{1/}			X
(5) Household Equipment (Stoves, Refrig., etc.)		X ^{1/}			X
(6) Transportation in Cooperating Country					Y
(7) Transportation To and From Country					X
(8) Interpreter Services/Secretarial		X			
(9) Medical Facilities (AmEmbassy Clinic)	X				
(10) Vehicles (official)					X
(11) Travel Arrangements/Tickets					X
Other: (specify)					
(12) Local Support ^{2/}					X
(13) Office Expenses ^{3/}					X
(14)					
(15)					

B. Additional Facilities Available From Other Sources

APO PX COMMISSARY

OTHER (specify, e.g., duty free entry, tax exemption)

Vehicle maintenance on vehicles being used for contractor team support will be obtained on local market by contractor.

Support requirements will be furnished in accordance with the attached policy statement (Attachment 1).

Use of the diplomatic pouch for official purposes will be provided by USAID/N.

C. Comments

Footnotes for A above

1/ Some furniture and household equipment, to the extent available, will be provided by USAID/Nepal through a grant-in-aid to HMG/N for use by the contractor. Any items not available from USAID/Nepal, may be purchased by the contractor either locally or in the U.S. and shipped by sea to Nepal only after the approval by USAID/N.

2/ Local currency expenditures for the team's local logistical support in Nepal which includes the following items will be provided by the contractor:

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3/ Including IOL and expendable supplies.

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numbers.

Use this form to complete the information required in any block of a PIO or PAA form.

Continued from Block 14

Furthermore, these institutions have the necessary breadth of programs, experience, and personnel in areas relevant to this project. This list should be expanded if in the judgement of the authorized agent additional institutions have equal or better qualifications.

- | | |
|-----------------------------|---|
| 1. Florida State University | 5. Northwestern University |
| 2. Stanford University | 6. The Academy for Education
Development, Washington, D.C. |
| 3. University of Minnesota | 7. The University of Illinois |
| 4. University of Wisconsin | 8. University of Massachusetts |

Proposers will submit an implementation plan as a part of their response.

prior to final selection of the contracting institution, it is proposed that a representative of the Government of Nepal and one from USAID/N travel to AID/W and to ~~make a~~ ^{selected a} list of institutions as determined by the authorized agent to participate in final screening.

Designated Paying Office

Controller
Office of Financial Management
USAID/Kathmandu.

Mailing Address

Controller
Office of Financial Management
USAID/Kathmandu, c/o Department of State,
Washington, D.C. 20523

Continued from Block 19,A

are to be used, is to create the capacity to provide in-service teacher training to at least 2,500 primary school teachers annually through radio broadcasts, brief residence instruction and text/workbooks at a per teacher cost well below the present cost. The longer run goal toward which achievement of this project purpose is expected to contribute is to increase the access of the rural and remote population of Nepal to relevant and quality education.

In summary, this project is designed to develop and test a training program for untrained rural primary school teachers through the medium of radio reinforced by written support materials and periodic short-term workshops. It will test the economic and educational feasibility of using these media for teacher training in remote rural areas, though its implications will be equally applicable to village and urban settings. This project

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will attempt to create a cost-effective mechanism and methodology for assisting untrained teachers to meet certification standards. It will also assist teachers in becoming effective change agents as envisioned in Nepal's program of Schools for Rural Transformation.

Phase I will be devoted to: ordering, procuring, and installing equipment; designing and building facilities; developing and refining a management structure; building up competent personnel in management, technical areas, production, and supervision; designing, validating and producing radio programs, written support materials and teacher's manuals adequate for the first year of pilot broadcasting; and developing an evaluation system. Phase II will be devoted to conducting and evaluating a year long program involving a pilot group of 100 to 150 teachers. Modified as necessary by these evaluations, Phase III will see the program expand to a broader target group of 1,000 teachers, initially, and then to 2,500 teachers who will have started training prior to project completion. Under slightly less controlled and structured conditions, program materials and methods will continue to be refined, and in-depth evaluations of results will be continued. Total time for these three phases will be four years. The newly developed curriculum for training primary teachers developed by the IOE and the new primary school curriculum developed by the MOE will serve as the content bases for the project.

The project will be under the overall direction of the MOE and will be sited at the Sano Thimi campus which is both the administrative headquarters of the IOE and the site of the Janak Education Materials Center (JEMC) which was developed under USAID/Nepal Agreements (1959-1970).

The end-of-project status leads directly from the project purpose: that is, approximately 3,600 primary in-service teachers will have received or initiated training leading to certification. An intensive, continuous evaluation program during phase II will have determined the extent to which radio, with supporting materials and short periodic workshops, is a valid, cost effective method of teacher training. The capacity for HMG/N to retrain at least 2,500 primary teachers annually through radio will exist, including trained personnel, validated radio programs and printed materials, and an administrative, management, and production system capable of continuing the program in a satisfactory manner.

Continued from Block 19,B

This Annual Project Review/Evaluation will be of major significance, for it will review progress over the past year in terms of the Work Plan and the USAID/HMG/N Project Agreement, identify areas of concern, or in which there has been a lack of progress, and chart a course of action in the form of Work Plan revisions for the remaining life of project and the following year particularly.

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Continued from Block 19.C.(1)

The Contractor will provide up to a total of approximately 125 person-months of technical assistance to the project as outlined above. All of the Technical Assistance will place heavy emphasis on training Nepalese personnel, reflecting JON's insistence that advisors be brought in only when absolutely required, and only for so long a time as needed to adequately train Nepali staff. Four long-term advisors will be recruited for the roles as indicated. Additionally, short-term technical advisors will be available for short-term assistance in specialties such as radio engineering, studio design, management and cost analysis, as well as short-term consultancies of the basic Technical Assistance team members after completion of their initial long-term assignments in Nepal. Trainers may be brought to Nepal for the purpose of teaching, including a contract electronics instructor and U.S. manufacturers' representatives who will teach specialized aspects of radio maintenance and operation, equipment repair, specialized electronics, and other subjects relevant to the project.

The Team Leader should plan on a short (two-three week) trip to Nepal immediately after signing of the AID/Contractor contract in order to familiarize himself/herself with the project and to make preliminary arrangements prior to arrival of the contractor team. The Team Leader should plan on arriving in Nepal to begin his long-term assignment in June 1978 with a contract for no less than 24 months in Nepal.

The Radio Production, and Self-Instructional Materials Specialists should arrive in June 1978 to begin their assignment of 18 months each in Nepal. Further assignments on a short-term basis, especially for the Self-Instructional Materials Specialist, may be necessary at a later date, when the need is mutually agreed on by the Contractor, HMG/N, and USAID/N.

The Evaluation Specialist should arrive in approximately January-February 1979 for an initial 18 month tour, with possible additional assignments in Nepal at later dates subject to Agreement of the Contractor, HMG/N and USAID/N.

Short-term Technical Specialists and U.S. Manufacturers' Representatives will be scheduled for assignments in Nepal as necessary, with the concurrence of USAID/Nepal.

PIF FORM 1 (Rev. 11-65)
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The above schedules for specialists are approximate and if desirable for the most appropriate implementation of the project can be changed with the concurrence of USAID/Nepal.

Continued from Block 19.C.(3)

Nepal, the Contractor is authorized to provide language training in Nepal to the extent mutually agreed upon between the Contractor and USAID/Nepal. This language training will be covered by funds provided under the contract.

Continued from Block 21, D

2. Estimated Budget

(a) The initial funding of the contract is approximately as follows:

	<u>AID Funds Required</u>
A. Salary and Wages (long-term, short-term, campus staff)	\$ 236,000
B. Indirect Costs (Overhead)	105,000
C. Differential and Allowances	30,000
D. Travel and Transportation	60,000
E. Local Support (Logistical)	60,000
F. Household equipment, furniture, and repair (Logistical Support)	27,000
G. Equipment and Materials (Project Commodities)	82,000
H. Participant Costs, including international transportation	107,000
Total	\$ 707,000

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(b) The life of contract funding, i.e., through July 31, 1981, is expected to be approximately as follows:

	AID Funds Required
A. Salary and Wages (long-term, short-term, campus staff)	\$ 435,000
B. Indirect Costs (Overhead)	217,000
C. Consultant Fees	- 0 -
D. Differential and Allowances	258,000
E. Travel and Transportation	222,000
F. Local Support (Logistical)	210,000
G. Household equipment, furniture, and repair (Logistical Support)	32,000
H. Equipment and Materials (Project Commodities)	1,356,000
I. Participant Costs (including international transportation)	112,000
J. Other Direct Costs	- 0 -
K. Total	\$ 2,842,000
L. Inflation Factor	370,000
M. Contingency	- 0 -
N. Grant Total	\$ 3,212,000

The Contractor may purchase for use on the project two vehicles, with cost, including shipping costs, not to exceed \$9,000 per vehicle (see Block 20,A).

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With allowances for inflation included, life-of-contract dollar amounts for technical assistance (A.-F.), commodities (G.-H.), and participant costs (I) should not exceed the following totals:

Technical Assistance	-	\$ 1,495,000
Commodities	-	1,593,000
Participant Costs	-	124,000
		\$ 3,212,000
Total		\$ 3,212,000

Continued from Block 24,A

There will be only minimal involvement by USAID/N beyond monitoring and evaluating the project, providing approvals on certain types of actions, and facilitating project implementation as appropriate.

The Team Leader will work closely, on a day-to-day basis, with the ~~Team~~ Project Director and will meet less frequently with the members of the Radio Education Policy Committee, as may be necessary. He and other contract team members will work closely, largely in a training capacity, with members of the project staff who work directly for the HMG/N Project Manager.

Continued from Block 25,C

- Local clerical support
- Office expenses
- Official vehicle maintenance and petrol
- Local travel and per diem
- Housing rent, utilities, and per diem for short-term advisors in Kathmandu
- Language instruction and orientation
- Contingencies

Financing of Local Support (Logistical) by AID - \$60,000 (See Budget in Page 10).

USAID/NEPALLogistical Support Policy for Contract Personnel

- I. Contractor personnel will have office and other work space on the premises of the Government institution to which assigned and will observe the normal working hours of that institution.

In the event that adequate facilities are not available the contractor may establish, after consultation with USAID, appropriate separate work space to include provision for required administrative and logistic support staff. It is understood that such arrangements will be made on an exceptional basis only. If separate quarters are justified the contract will include necessary funds for rental and other costs.

- II. Project commodities and contractor requirements for administrative and logistic equipment and supplies, including office furnishings and vehicles, will be procured directly by the Contractor. USAID/Nepal, at its option, may elect to furnish equipment items or vehicles required by the project.

All equipment or commodities procured by the Contractor for the project, or furnished by USAID, shall be titled in the Government project institution but shall remain under the custody and control of the Contractor until completion of project activities.

- III. Contractor will make provision for their own administrative and logistic support and in-country transportation requirements. USAID will assist the Contractor in establishing such a system. A local currency budget for these costs will be provided in the contract.

Administrative - Logistic Support

The contractor will be authorized to hire local administrative and clerical support staff and to establish administrative facilities. To the extent possible these facilities and personnel will be housed on the premises of the counterpart government institution.

In-Country Transportation

Vehicles will be supplied by USAID as a Grant-in-Aid or may be purchased with contract funds. The contractor will be given control over the use of vehicles and will be responsible for procurement of fuel and other operating requirements and for their maintenance. The USAID will maintain a supply of spare parts for USAID provided vehicles. A supply of spare parts for contract purchased vehicles should be included with the purchase of the vehicle and the contractor will continue to provide parts requirements for such vehicles. The contractor will be authorized to hire local drivers or driver-mechanics as conditions warrant.

Commercial Travel - in country will be administered and purchased by the contractor.

~~Chartered Airplane Services will be provided, as required for project purposes, by USAID/Nepal.~~

All travel of contract personnel will be made subject to prior consultation with the counterpart government institution.

- IV. Contractors will make provision for the personal requirements of their personnel to include: housing, utilities, maintenance, temporary lodging, household furnishings and equipment, mail service, duty free import privileges, etc. USAID will assist contractors in making initial arrangements.

Housing, Utilities, Maintenance, Temporary lodging

Contract employees normally will lease private residential housing and arrange for utility and maintenance services. Living Quarters Allowances (LQA) will be authorized in accordance with standard regulations, as determined by the U.S. State Department of each Post.

Household Furnishings and Equipment

Basic household furnishings, equipment and appliances may be furnished by USAID/Nepal or, alternatively, funds for procurement of these items will be provided under the contract.

An allowance will be authorized under the contract for the procurement of draperies and the re-upholstery of furniture in accordance with USAID policies.

Mail Services

Contract personnel will use international and Nepalese domestic mail services for all personal mail. Official mail may be sent through State Department pouch facilities.

Duty Free Import Privileges

Project agreements between USAID and the Government of Nepal will provide for the extension of duty free import privileges to contract personnel in accordance with current GON regulations. The contractor will establish its own administrative procedures for exercising these privileges. USAID will assist the contractor in customs clearance matters until such time as the contractor can effect such clearances on his own. The U.S. Government Employees commissary facilities will not be available to contract

USAID and Embassy advice and assistance will be extended for required documentation and custom clearance procedures.

Health Services

Use of the Embassy Medical Clinic, including physician, nurse and health room services, for immunizations, diagnostic examinations and advice, emergency treatment and home visits as required will be authorized.

Language Training

Language training will be arranged by the contractor and funds for this purpose will be authorized under the contract.

Accommodation Exchange

Contractor personnel may open a personal convertible account (rupee/dollars) with the Nepal Bank Ltd. for accommodation exchange purposes.