

DUHABI CHILDREN HOME

Duhabi-5, Sunsari (Nepal)

TWO PARTY PROJECT AGREEMENT

Agreement between the “Duhabi Children Home, Duhabi Sunsari Nepal and Stichting Shide Children Home, Dharan Netherland, Holland.”

This agreement is between:

Stichting Shide Children Home Dharan Amsterdam, the Netherland(SSCHD).

and

Duhabi Children Home, Duhabi Sunsari Nepal (DCH).

For the program operations as outlined in the project documents with the following responsibilities between both parties Concerned.

The Stichting Shide Children Home Dharan(SSCHD)

1. The Stichting Shide Children Home Dharan main objectives is raising funds to provide (additional) care in the field of education, housing and (medical) help of orphans and underprivileged children in the eastern part of Nepal.

These funds are to be used for direct care and support for the children only.

The members of the Board and other volunteers of the foundation do not receive any remuneration for their efforts or get (travel) expenses reimbursed.

The Foundation is under the obligation to inform her sponsor regularly.

The Foundation will:

- Raise funds needed for the program operations in Duhabi children home.
- Review the project proposals for the local partners.
- Arrange agreements with the partners for the execution of the proposed project.
- Transfer the approved funds to the Duhabi Children Home Bank account on installment basis as per project document.
- Monitor and Supervise the program by External Supervisory Committee.
- Visit each project per annum and report the donors about the status of the project.

- Advise the local partners for the effective implementation of the projects in all locations in Nepal.
- Grant Funds for further extension of the programmes upon satisfactory performance.
- Terminate the funds of all or partial projects (if funds are mis/underutilized, unsatisfactory reporting, underperformance, personal misuse of funds etc. within the 6 months of time.
- Build working networks with the organizations in the Netherland and Nepal.
- Advocate and lobby for the children's rights both in the Netherland and Nepal.
- Prepare the periodic (quarterly and annual) reports both programmes and finance and submit those to the concerned authorities.

Local Supervisor appointed by the Foundation

2. The local Supervisor is the liaison between the foundation and the Duhabi Children Home(DCH)

The foundation will appoint a local supervisor, who represents the foundation. The supervisory Committee is being consulted on the proposed Candidate.

The Local Supervisor observes the functioning of the supervisory Committee and the Executive Committee of Duhabi Children Home by:

- Planned and unexpected visits to the child's home.
- Be available as a person of trust for the children and staff.
- Reviewing the nutrition situation.
- Reviewing the condition of the building, grounds, furniture, clothing, hygiene etc.
- Reviewing the monthly reports, account book and accounting.
- Giving suggestions for improvement and checking whether these are followed through.

Duhabi Children Home(DCH)

3. Duhabi Children Home is Committed to the providing of(additional) care in the field of education, housing and medical help for orphans and underprivileged children in the eastern part of Nepal.
- The statute of Duhabi Children Home is supportive of a two-tier governance: An Executive Committee for the day-to-day operation.
- A supervisory Committee for supervision and control of the functioning of the day-to-day operation, the Executive Committee, Office Manager and Staff, with a focus on

the welfare of the Children, a healthy diet, the proper application of the code of conduct and proper accounting.

The appointment of the members of the supervisory Committee need the agreement of the foundation.

Members of the supervisory Committee are independent; have no interest, business wise or otherwise, in the Duhabi Children Home and have no family ties with children who are submitted to the Children's home, their families, members of the Executive Committee, office manager, members of staff suppliers.

4. Duhabi Children's Home will be responsible for drawing up an annual plan and budget. Plan and budget need the approval of the foundation DCH and SSCHD including interim adjustments of plan and budget.
 - Duhabi Children Home will provide monthly reports on the welfare of the children, the progress of the annual plan and realizing the budget.
 - To maintain an account in a commercial bank recognized by the Government of Nepal.
 - Duhabi Children Home will produce an annual report on its activities and financial statement.
 - The financial statement needs to be in accordance with Nepalese standards and guidelines issued by the foundation.
 - The financial statement needs to be approved by a registered accountant.

5. Specific responsibilities within the organization of Duhabi Children Home, this in addition to those mentioned in the constitution and those which constitute good practice are distributed as follows:
 - Office Manager is responsible for the day to day management, the specific duties are specified in a job description.
 - The home mothers take care of the daily needs of the Children.
 - The tutor(s) support the children with their homework.
 - Child Club or representatives will have monthly meetings with the local supervisor of the foundation.

Responsibilities of the Supervisory Committee.

The supervisory Committee has the following responsibilities:

Program development and resource mobilization:
(Chairman/Treasurer assisted by Office Manager)

- To prepare project proposals and submit to the foundation for the funding approval.

- To mobilize local resources (money, materials and man) for the best functioning of the organizational programmes.
- Foundation will be informed in the monthly report about plans and results of local fundraising.

***Program Management, Monitoring and Supervision:
(Chairman assisted by Office Manager)***

- To execute the annual plan and budget as agreed to by the foundation.
- To Mobilize necessary human resources for the projects, hiring and firing of personnel as per the need of the approved project.
- To provide professional leadership and guidance to the project personnel (like computer operator, home teacher, home mother, guard, field worker, office manager, Coordinator etc. for the effective programmed implementation.
- To monitor, supervise, and evaluate each project activities.
- To evaluate the performance (as per job descriptions) of the project personnel in all the projects and initiate reward and punishment system for the effective programme implementation of the programmes for the benefit of the children.
- To supervise the home management.
- To coordinate admission and departure of the children for the home. In consultation with local supervisor and chairman of Duhabi Children Home.
- To prepare personal profiles of each child.
- To provide schooling to the children and monitor their progress.
- To ensure the further tuition of the children after schooling in the home.
- To provide healthy food to all children (as per approved standard).
- To ensure the further tuition of the children after schooling in the home.
- To stimulate employability for the older children, organize safe internships outside the children home.
- To provide recreational activities (sports, music, plays etc.) for the children.
- To provide a regular health check-up of the children.
- To initiate skill training in the home.
- To ensure the security and well-being of the children.
- To ensure and implement any other regulations provided in the code of conduct.
- To enable and supervise the proves of reporting.

- To prepare a monthly report (both programmes and financial) of all the projects and submit to the concerned authorities (like the foundation, SWC Nepal and Local authorities etc.)
- As on-site auditing by the certified accountant and submit the financial report of the concerned authorities.

Responsibilities of the Chairman/Treasurer

The chairman/Treasurer has the following responsibilities:

- To seek additional funds to supplement the funds for the approved projects.
- To initiate income generating activities in each project for the sustainability of the project in the longer run.

Responsibilities of the Executive Committee

The Executive Committee has the following responsibilities:

Program development and resource mobilization:

- In Consultation with the supervisory Committee, to prepare project proposals for the establishment of a home for the orphaned children in Duhabi Home and submit these proposals to the foundation for the funding approval.
- To mobilize local resources (Money, Materials and Manpower) for the construction and the management of the children home in Duhabi.

Program management, monitoring and supervision:

- To execute construction activities of the maintenance of the home building and compound in Duhabi.
- To ensure all formal legalities with the local authorities for the construction and management of home in project's name.
- In consultation with the supervisory Committee, Dharan to mobilize necessary human resources for the project.
- To hire and fire personnel with the approval of the supervisory committee but final decision depend on the DCH.
- To provide guidance to the head of the home and other personnel (like home teacher, home mother, guard, cook etc.)
- To monitor, supervise, and evaluate project activities.
- To evaluate the performance (as per job descriptions) of the working personnel and to initiate a reward and punishment system for the effective implementation of the programmes for the benefit of the children.

Home management

- To identify and admit the children in cooperation with supervisory Committee and the Local Supervisor of the Foundation.
- To prepare personnel profiles of each child and submit them to the supervisory Committee.
- To provide Schooling of the Children and monitor their progress.
- To ensure the tuition of the children at the children's home.
- To provide recreational activities (sports, Music, plays etc.) for the children.
- To provide regular health check-up of the children.
- To initiate skill training in the home.
- To ensure the security of the children's home.
- To enable the activities of the child club.
- To monitor, supervises and evaluate the work of all the workers of the home on a regular basis.

Reporting:

- With the support of the head of the home, to prepare monthly reports (both programmes and financial) and submit them to the supervisory committee and the foundation.
- To have on-site auditing by the certified accounting and submit the financial report to the concerned authorities.

Sustainability:

- To seek additional funds to supplement the funds for the construction, furnishing and management of the Child's home in Duhabi.
- To initiate income generating activities for the sustainability of the project in the longer run.

Miscellaneous:

- The foundation will delegate its responsibilities for monitoring the results in Nepal to its Local supervisor.
- The Foundation will provide the agreed funds on installment basis, under the condition of a satisfactory performance of the home management by Duhabi Children's Home.
- Parties are under the mandatory obligation to publish a financial year report as well as a planning report concerning their plans and policies for the next year. These reports should be presented each year before the first of the month may.

- Parties have the right to terminate this agreement within six months advance notification. Both parties are in that accountable to inform the concerned authorities and sponsors.
- Amendments in this agreement can only be made by made by written consent of the concerned parties.

Stichting Shide Children Home Dharan Netherlands

Duhabi Children Home (DCH)

.....
Name:Hendrik Johan Hooghuis
Designation: President
Date:

.....
Name: Keshavraj Basist(Bhattarai)
Designation: Chairman
Date: 25th May,2022

Seal of Organization

Seal of Organization