

# Sathiko Sath:

# Ways of Working Together (WWT)

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Authorized by Sathiko Sath Netherlands Board. **To be approved by SSN-EC**

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## 1 GLOSSARY AND ABBREVIATIONS

Responsibility	Responsibility is an ongoing duty to do the work that is needed to complete a given task.
Accountability	Accountability belongs to a board (or person) who is ultimately responsible for a given task and authorizes and approves the result.
Sathiko Sath Nepal (SSN)	The organising body, responsible for all Sathiko Sath activities in Nepal. It has two divisions: SSN-PAC and SSN-EC
Primary education	Education from grade (class) 1 to 8.
Lower secondary education	Education grade (class) 9 and 10.
Higher secondary education	Education grade (class) 11 and 12 (+2)-
TVET (vocational education)	TVET, Technical and Vocational Education and Training (TVET), is the formal name of vocational education that can start after class 8 or 10. Graduates from TVET are prepared for a large variety of professions in both a theoretical and a practical way, also called +2/+3 to indicate the duration of this TVET.
<b>SLC</b>	<b>Nationwide exams to obtain the School Leaving Certificate after class 10; formerly also called Secondary Education Exam.</b>
<b>HSEB</b>	<b>Nationwide exams to obtain the HSEB certificate after both class 11 and 12</b>
HSEB certificate	Nationwide certificate obtained by passing the final exam after higher secondary education that is organised by the Higher Secondary Education Board
CTVET	Proficiency Certificate in the chosen specialisation that is obtained after final exam of a TVET

## 2 INTRODUCTION

Sathiko Sath refers to two Foundations: Sathiko Sath Nepal (SSN) and Sathiko Sath Netherlands (SkS-NL). Both Foundations have their own Constitution documents. The relation between SSN and SkS-NL is neither laid down in the Constitution of SkS-NL nor in the Constitution of SSN. This guideline for the ways of working together, abbreviated WWT, aims to describe the working relations between SkS-NL and SSN for the relevant areas.

SkS-NL transfers funds to SSN for a specific purpose as described in their Constitution. Therefore, the mission, philosophy, aims and objectives in this WWT are the ones defined for SkS-NL. The mission, philosophy, aims and objectives of SSN can be (and actually are) different from those of SkS-NL, but should at least own the mission, philosophy, aims and objectives of SkS-NL as that is the basic requirement for the funding. There can be situations that are not foreseen and for which the content of a WWT does not give a clear guideline. In all those cases there has to be bilateral consultation that can be initiated either by SkS-NL or by SSN.

## 3 ORGANISATION

### 3.1 History of Sathiko Sath Netherlands (SkS-NL)

SkS-NL was founded on March 4th, 2009. Sathiko Sath is an initiative of two Dutch tour leaders traveling in the Nepalese Himalaya. In their contacts with local Nepalese guides, cooks and porters they learned about the poor circumstances these people were living in. Mountain children have but very small chances to get out of this poverty as schools in their villages are generally of a very low level. That's why in 2009 the Dutch tour leaders started Sathiko Sath, a foundation which offers education to underprivileged children from remote areas at one of the best schools in Nepal, the Little Angels' School (LAS) in Kathmandu. This is a good starting point for TVET after class 10 or, for brilliant students, for higher secondary education.

### 3.2 History of Sathiko Sath Nepal (SSN)

SSN was founded at Kathmandu in November 2009. After the foundation of SkS-NL it was obvious that there had to be an operational organisation in Nepal. This is why SSN was founded.

### 3.3 Accountability and responsibility

The board of SkS-NL is **accountable**. The accountabilities are described in section 4.1. The SSN is **responsible**. The responsibilities are described in sections 4.2 and 4.3. SSN is accountable to the board of SkS-NL.

### **3.4 Philosophy of SkS-NL and SSN**

Education is a basic human right. Like all human rights, it is universal and inalienable-everyone, regardless of gender, religion, ethnicity or economic status, has this right.

We believe that education is the key to get families and communities out of poverty. We consider education the prime means for development of the individual and of the society he or she is part of.

### **3.5 Mission Statement of SkS-NL**

Sathiko Sath-NL wants to offer underprivileged Nepalese children a chance to develop themselves into well educated, skilled and confident adults who can contribute to Nepalese society. That is why we fund quality education, from the start of primary school through higher secondary or vocational education.

With all the support we offer, the parents remain finally self-responsible for their children. As a member of Sathiko Sath they pay a parental contribution for the educational program of the children from 6 – 18 years. This is a very low contribution, so it does not have to be a threshold for participation. SkS-NL emphasizes that the students also have responsibility for their own development and that of their country.

### **3.6 Organisational relationship between SkS-NL and SSN**

Sathiko Sath consists of two foundations: Sathiko Sath Nepal (SSN) and Sathiko Sath Netherlands (SkS-NL). Both foundations have their own Constitution in accordance with their respective national laws.

SSN is a non-governmental, non-profit and non-political organisation for social service and welfare.

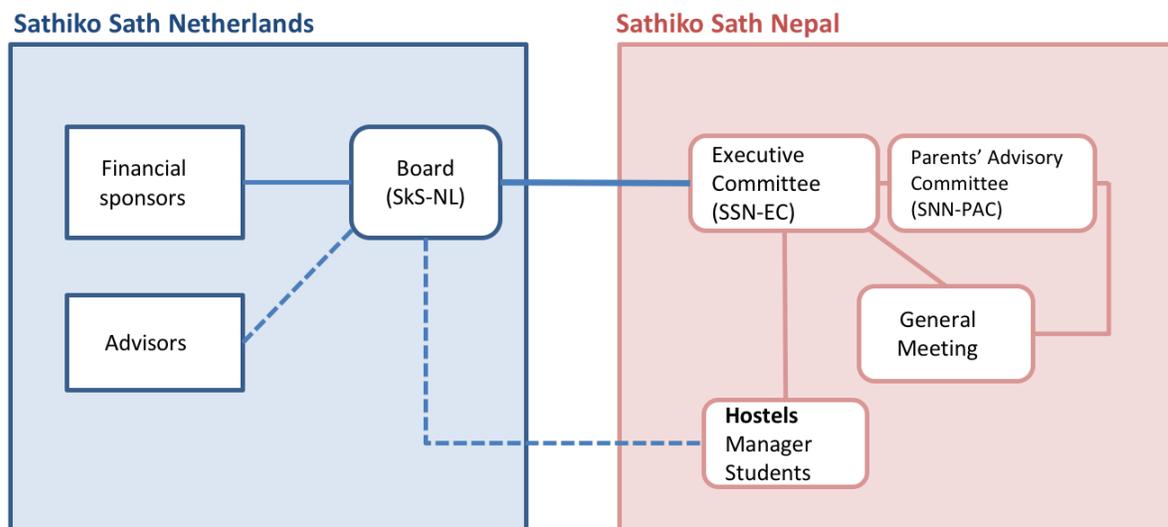
SkS-NL is a non-profit organisation with an ANBI status (necessary for fiscal reasons).

The Constitution of SSN of the Nepali year 2066 (i.e. 2009 in the Netherlands) mentions: Executive Committee, Other Committees, General Meeting, Membership, employment of personnel, appointment of advisors.

The Constitution of SkS-NL speaks of a Board

The relationship between the two foundations is shown in the figure below.

## Relationship SKS-NL – SSN



SkS-NL transfers funds to SSN in order to finance the education of the children and to operate the hostels in accordance with the aims and objectives as mentioned in section 3.8.

Each year (shortly after the end of the Nepalese fiscal year, i.e. July 15) the Executive Committee of Sathiko Sath Nepal (SSN-EC) sends SkS-NL the annual statement of the accountant (approved by SSN-EC) for approval, together with an annual report and the plans and the budgets for the coming year.

SkS-NL can give directions for the SSN-EC and to the manager of the hostels for the education and guidance of the children, the rental and exploitation of the hostels, and for new admissions. There is a difference between who/which is responsible and who/which is accountable in this interrelationship, this difference is laid down in section 3.3 of this guideline.

### 3.7 Communication between SSN and SkS-NL and decision-making process.

As a general principle SKS aims to avoid surprises in decisions (cq. proposals for decisions) and in cooperation between SkS-NL and SSN and vice – versa (the so- called “no surprise policy”). This is a mutual obligation.

The following decisions must be approved by SkS-NL before being executed by SSN:

1. The number of new children to be funded by SkS-NL, as well as the procedure of selection and admittance.
2. The type of TVET chosen by individual students and the choice of the school/education institute.
3. The admission of well performing students (A+, A or sometimes B) at SEE to apply for higher secondary education.
4. Contracts for school fee with primary and secondary schools for all the children; as for +2/+3 education and TVET institutes. If more students apply for the same institute a discount may/should be negotiated.
5. The profile (ToR) and contract (MoU) for and the appointment/discharge of the Manager of the Hostels.
6. Contracts with the owners of the houses rented as hostels for children funded by SkS-NL
7. The annual budget for the next fiscal year.
8. Recruitment of staff and proposal to SkS-NL.

In addition to the above decisions, which can be considered as binding rules, the following additional **binding rules** apply:

1. The houses rented as hostels must comply with all the criteria for certification of hostels by the District Authority.
2. The deadlines for submitting the annual report, financial statement and budget must be met in compliance with the agreements between SkS-NL and SSN (see chapter 6).
3. In case of a severe incident or illness of one of the children or staff, and in case of suspicion of fraud, the Board of SkS-NL should be informed immediately.

**Conflicts of Interest:** Any decision that can result in a conflict of interest with anyone, including SSN-EC members, children and staff, shall be avoided as far as reasonably possible. If a conflict of interest does occur, the problem will be submitted to SKS-NL. A decision will then be made in consultation between SkS-NL and SSN.

## 3.8 Aims and objectives of SkS-NL and SSN

### 3.8.1 SkS-NL (Sathiko Sath Netherlands)

SkS-NL's aims and objectives are:

1. SkS-NL offers the opportunity for education to children of the poorest families in mountain districts of Nepal. Their fathers are often porter, (auxiliary) cook or guide. They belong to different ethnic groups like Gurung, Magar, Sherpa and Tamang<sup>1</sup>.
2. To offer a good education to the children in the age of 6 to 16 years (class 1 to 10).
3. To offer the opportunity for a follow-up study after class 10 in case of good study results. In this case the parents must contribute to the school fees.
4. To have a long-term contract with an excellent primary and secondary school in Kathmandu for all children funded by SkS-NL.
5. To provide a safe and reliable environment (hostels or similar) for the children in the vicinity of their school during the first 10 school years and during the follow-up study (if the student goes for a follow up study near the hostel and if he/she asks for).
6. To provide for educational and career guidance for the children during the education and if possible also afterwards.
7. To involve the parents actively in issues related to the education and the hostel management.
8. To stimulate our students to disseminating acquired knowledge to the young villagers in their home village, among others by our Teaching The Kids (TTK) programme.
9. SkS-NL is trying to initiate the Training The Teachers (TTT) program for teachers in rural areas. However, this will not be part of the Sathiko Sath Nepal scope.

### 3.8.2 SSN (Sathiko Sath Nepal)

According to its Constitution, SkS-NL will realize its aims and objectives through the affiliate organization SSN. This means that the aims and objectives of SkS-NL are equally valid for SSN. However, the SSN focus is more on the proper execution of the activities.

SSN, in close cooperation of SkS-NL, will develop its working relationship with the government as well as national and international Non-Governmental Organizations (NGO'S) actively working in Nepal and beyond.

### SSN-EC (Sathiko Sath Nepal Executive Committee)

To contribute to the realization of the SSN vision, the following strategies under responsibility of the SSN-EC will be followed:

1. It has been agreed that parents have to contribute to the current expenses of the education program (in exceptional cases dispensation can be given). The contribution for the Nepalese year 2076 (2019-2020) has been determined at 6000 Rp per child for the porters and 8000 Rp per child for the cooks and guides. SSN-EC, with the help of the manager of the hostel ensures to collect the contribution from the parents.

The SSN-EC advises SkS-NL about this contribution of the following years.

[NB: In the Nepalese years 2073 and 2074 the old 'endowment fund' has been used to pay

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In Nepal there is strong rivalry between the ethnic groups. SkS-NL strives for equal opportunities of the ethnic groups and wants to promote that the children of the different ethnic groups learn to live harmoniously together

Advisory the costs for the education for the SkS children, as in these years there were not enough donations to pay for the actual costs]

2. SSN-EC itself will also try to mobilize financial resources to implement the programs in partnership with NGO's working in Nepal.
3. SSN-EC will make sure that the hostels are a safe and healthy place to study and live for the children and the staff. Also, they monitor the quality of the education given.
4. SSN-EC aims to diversify the SSN program beyond scholarship for the children, f.i. by supporting Teaching The Kids (TTK) in villages to improve the quality of education at local level.
5. SSN-EC will organise the Annual General Meeting (AGM) together with the SSN-PAC members, an obligatory event as imposed by the government.
6. SSNB should support and coach the manager of the hostels in all cases; either initiated by local questions and those on behalf of SkS-NL.

### **SSN-PAC (Parents' Advisory Committee)**

To contribute to the realization of the SSN vision, the Parents' Advisory Committee (SSN-PAC) has the following aims and objectives:

1. Feedback about the well-being of the kids towards SSN-EC.
2. Selection of new kids as indicated by SkS-NL.
3. Organize the Annual General Meeting.
4. Communication with parents and village committee and mayor.

### **3.9 Service information**

The foundation of SkS-NL is registered with the 'Kamer van Koophandel' (Chamber of Commerce) under number 01146741. The fiscal number is 8205.07.738.

SSN is registered with the District Administration Office and District Development Committee, and is affiliated with the Social Welfare Council under Society Registration Act 2034 AD [To be completed by SSN-EC].

## 4 ORGANISATIONAL ROLES AND ACCOUNTABILITY

### 4.1 Accountabilities of the SkS-NL Board

1. To raise funds for the primary and secondary education, and TVET of Nepalese children through SSN (see appendix 1) and to provide money for the daily management of the hostels, and other consequential costs. Depending on the success of fund raising by SkS-NL, the activities of SkS in Nepal may grow or may reduce. It is the responsibility of SkS-NL to manage this balance.
2. To provide 'binding rules' and guidelines for the primary and secondary education, and TVET, guidance and hostels for the children financed by SkS-NL or related NGO's (like Milijuli).
3. To draw up SkS-NL's final annual report and annual statement of accounts, and to include with it the annual report and statement of account drawn up by SSN.
4. To approve annually, before January 15<sup>th</sup>, the number of new children that can be admitted for primary, secondary or TVET in each following school year.
5. To approve for each individual student the type of TVET at the preferred institute at which he/she will start in the next school year.
6. To approve for each individual student for higher secondary education, i.e. grade 11 and 12
7. To approve the annual budget of SSN for primary and secondary education, for TVET and for the exploitation of the hostels.
8. To inform the sponsors of SkS-NL about the spending of the funds and the students' results.
9. To inform SSN annually on the financial continuity and the funds available for education of the children forecasted for the next period.
10. To select and set agreements with the Nepalese accountant on the finances of SSN related to SkS-NL.
11. To annually update the program and the financial planning of SkS-NL.

### 4.2 Responsibilities of Sathiko Sath Nepal

#### 4.2.1 General

The functions, duties and rights of both the Executive Committee (abbreviated EC) and the Annual General Meeting (AGM) are described in SSN's Constitution (article 14 and 12), as well as the functions, duties and rights of their members. However, the structure of SSN has been upgraded in 2019, so next to the general board (SSN-EC), a Parent's Advisory committee (SSN-PAC) is installed.

There is no reference to functions, duties and rights in relation to sponsors of SSN. However, the SSN-EC is expected to execute the following specific roles and responsibilities as perceived necessary by SkS-NL to realize the aims and objectives of SkS-NL.

The SSN-EC must also organize and deliver SSN's annual report to SkS-NL and other stakeholders.

#### 4.2.2 Responsibilities concerning the selection of children for primary education

Responsibilities are:

1. To guard the criteria and process of the annual selection of children for support by SkS-NL. Parents must hand over birth papers that show that the candidate is not older than 6 or 7 years.  
Currently, the following criteria are maintained (but these can be modified to meet national priorities, school rules, availability of funding):
  - a. Ideally an equal number of children from the Tamang, Sherpa, Gurung, Magar ethnic groups will be supported by SkS-NL, although kids from other ethnic groups may also be admitted if found appropriate by the SSN-EC.
  - b. Ideally, an equal number of boys and girls will be supported by SkS-NL
  - c. Children have to come from the poorest families as recognised by the Village Development Committee, for instance children of porters.
  - d. Children who have lost their mother, father or both may enter the educational program with priority.
2. Only one child per family is allowed. A family is defined as father, mother and their children, which means that a second child of the same parents will not be supported.
3. If more children are listed than available places, this will be followed by a lottery.
4. To admit the selected children to the school in accordance with the rules and regulations of the school, the parents are required to submit the following documents:
  - a. Application form to the Sathiko Sath program in a prescribed format.
  - b. A birth certificate to show that the candidate kid is between 6 and 7 years old.
  - c. A local Village Development Committee certificate that proves that the parents of the kid belong to the poorest families. The local family situation may be verified by means of a site visit by some of the SSN-EC members.

#### 4.2.3 Responsibilities concerning primary, secondary-, and TVET education

Responsibilities are:

1. To supervise the well-being and study results of the children.
2. To select the new children to start in class 1 according to the criteria described in 4.2.2 and in line with the number determined by SkS-NL.
3. To approve school(s) for primary and secondary education and TVET.
4. To draw up and sign the contracts with the schools according to the criteria in 3.7 and approved by SkS-NL.
5. To produce annual progress reports for the children financed by SkS-NL.

#### 4.2.4 Responsibilities concerning the SkS hostels

Responsibilities are:

1. To prepare and sign together with a representative from SkS-NL Board<sup>2</sup> the contract for rent of house(s) as SkS hostel.
2. To prepare and determine together with a representative from SkS-NL Board the profile (Terms of Reference) and contract (Memorandum of Understanding) of the manager of the Hostel(s)<sup>3</sup>.

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<sup>2</sup> When no SkS-NL board member is present to sign the contract, SkS-NL can authorize the president of SSN-EC or the manager of the hostel to sign.

<sup>3</sup> When no SkS-NL board member is present to sign the contract, SkS-NL can authorize the president of SSN-EC or the manager of the hostel to sign.

3. To appoint and discharge the manager of the hostels.
4. To evaluate at least once per year the performance and functioning of the manager of the hostels.
5. To propose every 2 years to SkS-NL the salaries of SSN staff and to sign their contracts.
6. To evaluate the salaries of SSN staff every two years to determine whether they are still compatible with government policy and salaries provided for similar functions.
7. To supervise the effective and efficient exploitation of the hostels and their financial management.
8. To supervise the functioning of the manager of the hostel and to report if necessary to SkS-NL.
9. To ensure compliance with government acts, including education acts, rules and regulations.
10. To decide whether kids must leave the Sathiko Sath program in the case of misbehavior.

#### **4.2.5 Responsibilities concerning finance and other matters**

Responsibilities are:

1. To request from SkS-NL every three months the release of funds required based on cost estimation, SSN-EC decision and an expense statement, fully certified by the auditor.
2. To draw up the annual report and the annual statement of accounts for all matters related to SkS-NL and to have both statements approved by the accountant of SSN.
3. To annually draw up the budget and activity planning for the next year.
4. To actively search for financial sponsors in and outside Nepal for both the educational and hostel costs for the admitted children.
5. To share and explain the policy, strategy, programs and other relevant information to the parents and other stakeholders.
6. To establish and maintain a good relationship between SSN, parents and other stakeholders.
7. To disseminate in due time all relevant information to the parents regarding their child's education and compliance with disciplinary actions as well as rules and regulations of the school.
8. To evaluate the strategy of SkS-NL and to propose adjustments, if desired.
9. To control the collection of parent's contributions to SSN.

#### **4.2.6 Responsibilities of the Parents' Advisory Committee (SSN-PAC).**

1. The proposal of new kids to SSN-EC. This committee is in charge with the selection of suitable candidates in their village or in its immediate vicinity. Annually, before December 15<sup>th</sup>, SSN-EC communicates the maximum number of new kids to the SSN-PAC. The SSN-PAC selects the specified number of children that can be supported in compliance with the criteria and process outlined in 4.2.2. For this they must stay in contact with the village committee and the major.
2. To keep in contact with the parents, with respect to all things concerning the kids, hostel, or school.
3. Inform the EC in case of suggestions on the one hand or problems at the other hand.
4. Inform the SSN-EC when requested, but also on their own initiative about all that matters with the kids, their education and their social behaviour.
5. Provide two representatives for the SSN-EC.
6. Organize the Annual General Meeting (AGM).

### **4.3 Responsibilities of the manager of the hostels of SSN**

The manager of the hostels is appointed by SSN-EC (after consultation with and approval by SkS-NL) and works under the responsibility of the SSN-EC. Since the manager is the key person to determine the quality of care for the children staying in the hostels, and since SkS-NL provides the financial means for the hostels, it is logical that SkS-NL can give directions for the responsibilities of the manager of the hostels. The perceived list of responsibilities is given below.

#### **4.3.1 Responsibilities concerning the children/students**

Responsibilities are:

1. Ensuring regular school attendance.
2. Ensuring the children's health (diet, hygiene, medical check-ups).
3. Ensuring the children's safety (in and around the hostels and on their way to school).
4. Guarding the atmosphere in the hostels and organizing out-of-school activities to enhance the development of each student.
5. To organise the return of the children to their villages in holidays of substantial size (with the aim to keep the children in contact with their roots)
6. Encouraging programs and activities such as sports and other educational competition, which motivate children for their personal development.
7. Maintaining regular contacts with the primary and secondary school(s), TVET institutes, the Nepal Youth Foundation and the parents.
8. Organise and guiding of educational routes of individual children (testing by NYF, discuss at the education institutes) and report findings. This is especially relevant for kids in class 8 and 10 when deciding about further education.
9. Communicate with the children and their parents about the admittance criteria for financial support by SkS-NL (see 5.1).
10. Alert SSN-EC if motivational, medical or psychological problems with individual kids arise and discuss and agree action plan with SSN-EC. Consultation of the education institutes, the NYF, or other institutes or people may be wise.
11. Counselling with all stakeholders about children who misbehave and probably should be expelled from the SkS program.

#### **4.3.2 Responsibilities concerning the infrastructure and inventory of the hostels**

Responsibilities are:

1. Ensuring the proper use of all technical equipment in the hostels (electricity, water, sanitation, kitchen equipment)<sup>4</sup>.
2. Maintaining all furniture (beds, tables, cupboards, etc.).
3. Ensuring the cleanliness and safety of the hostels and the playgrounds.

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<sup>4</sup> The house owner is responsible for the proper functioning of technical equipment as well as for damage due to natural causes

#### **4.3.3 Responsibilities concerning the staff of the SkS hostels**

Responsibilities are:

1. Describing the necessary qualifications and profile (Terms of Reference) of the staff needed.
2. Finding persons who can fulfil staff vacancies.
3. Daily follow-up of proper fulfilling tasks as agreed; giving support and corrections if necessary.
4. Annual evaluation and reporting on the functioning of each staff member.

#### **4.3.4 Responsibilities concerning finances and bookkeeping**

Responsibilities are:

1. Paying all bills related to the operation of the hostels.
2. Purchasing all goods needed for the operation of the hostels at market conform prices.
3. Bookkeeping of all incoming and outgoing money related to the hostels.
4. Collecting parents' own annual contribution to Sathiko Sath.
5. Making contracts with parents about their contribution to the school for higher secondary education and TVET and take care for collecting the money from the Nepali year 2076 onwards. It should be kept in mind, whatever the costs of the study after SEE are, the contribution of Sathiko Sath Sathiko Sath pays for those who study at the higher secondary education is 50% of the school fee with a maximum of NRps 60.000 per year for a period of maximum 2 schoolyears. For those who study at TVET schools, this 50% contribution may take more years but must never exceed the maximum contribution of Sathiko Sath; i.e. NRps 120.000.

#### **4.3.5 Responsibilities concerning the compliance with government regulations**

Responsibilities are:

1. The annual renewal of the District Authority certificate for the hostels.
2. Making necessary adjustments according to government rules/guidelines.
3. The (houses rented as) hostels must satisfy all criteria for certification of hostels by the District Authority.

#### **4.3.6 Responsibilities concerning the follow-up of alumni (i.e. our children that passed SEE exam)**

Responsibility is:

Provide SkS-NL with information concerning the career steps of the alumni (education, profession etc), if necessary with the help of the Parents' Advisory Committee (SSN-PAC). This is valid for both students who are included in the educational program of Sathiko Sath as well as for those who left this program for at least 7 years after graduation in SEE and are or have been fully paid by their parents.

#### **4.3.7 Responsibilities with respect to TTK (Teaching The Kids)**

Responsibility is:

1. inform the students of class 10 (and optionally class 12) about their SkS program obligation to do a 2-months teaching traineeship in their villages after SEE. The idea is to support their village schools with good education, to be back in their village for some time, and to get experience how it is to be a teacher yourself.

2. contact school managers in the village for TTK and try to make agreements on their needs (which subjects), etc..
3. discuss the help of the school board to train our children in how to teach, and to help them with training materials.
4. evaluate how the TTK period has been perceived by students and school teachers (lessons learned, etc).
5. motivate students to do TTK after class 12 or vocational study and organise this.

## 5 SERVICES RENDERED

The services provided to the children (and their parents) through the funds of SkS-NL and delivered by SSN are described in this section.

### 5.1 Education of underprivileged children

The main goal of Sathiko Sath is the education of underprivileged children from rural areas (see 4.2.2) from the primary to the higher secondary or the vocational level onward (see appendix 1). All children are prepared for the School Leaving Certificate (SLC) at the end of class 10 as a final step in their lower secondary education. This is also called the SEE (Secondary Education Exam). Some go further up to class 12 (higher secondary level) and obtain the HSEB certificate (Higher Secondary Education Board). Others continue with TVET and obtain a CTEVT Proficiency Certificate in the chosen specialisation. Children may also leave the Sathiko Sath program with the SLC certificate; i.e. discontinue after class 10.

SkS-NL accepts that it may be necessary for a student to double a class. This is accepted one time before SEE and only if the school or the Nepal Youth foundation advice as such. In that case the financial support will be extended for a maximum of one (1) year.

### 5.2 Education after class 10 (with SLC certificate)

There can be different ways for children in the Sathiko Sath program after obtaining their SLC. The various routes are:

#### *Higher secondary education*

In case of excellent results at the SEE at the end of grade 10, the student can continue with class 11-12 (in Nepal also called +2). Excellent means the SEE results have to be A+ or A, maybe B+ if the advice of the primary school is positive and if the tests of the Nepal Youth Foundation prove enough intellectual capacities and motivation. Students preparing for the HSEB certificate in class 11 and 12 can continue to live in the hostel at SkS costs.

The education in class 11 and 12 will be financed partly through Sathiko Sath and partly through a parent's contribution, see chapter 4.2.5 point 9 and chapter 4.3.4 point 5).

If the student chooses to continue education, the student has to start in class 11 the term-time immediately following the term-time in which s/he passed SLC 10.

#### *TVET (Technical and Vocational Education and Training)*

There are many possibilities for TVET, from care to technical.

- In case of an excellent student (obtaining A+, A) he/she can also decide to leave the secondary school and continue with TVET.

- If a student has SEE results of B or lower, Sathiko Sath will not support his/her education in class 11 and 12 but he/she can continue with TVET, provided that the choice of TVET is in line with the counselling results by the Nepal Youth Foundation (see 5.3).

The TVET institute that a SkS-student will apply for, has to be a certified one, so that an official certificate (CTVET) approved by the Government may be obtained. SkS-NL has to give its approval for the TVET institute. TVET will be financed partly through Sathiko Sath and partly through a parents' contribution (see chapter 4.2.5 point 9 and chapter 4.3.4 point 5).

In case the student fails to pass the first or second year, SkS-NL will discontinue the financial support. If the student cannot decide on the preferred kind of TVET directly after primary school, the decision may be postponed for a maximum of one year. In this period longer, SkS-NL will not provide for financial support.

### **5.3 Counselling of children in their education, personal development, and career choices**

Children/students in grade 8, 10 and 12 will be offered counselling and advice on their orientation for further education and career.

On leaving lower secondary school at class 10, children/students get a career test by the Nepal Youth Foundation. This service is also available for the weak students in class 8. Additionally, if a decision should be made by all or not doubling a class, counselling by the Nepal Youth Foundation may help to decide what is best for the child.

The Nepal Youth Foundation can also be consulted in case of educational, developmental and/or behavioural problems with a given child/student.

### **5.4 Study materials and school supplies**

Study materials and other necessary school supplies (f.i. school uniform) are financed by SkS-NL. Travel costs to vocational education institutes are financed by SkS-NL.

### **5.5 Living, health and safety checks**

Hostels have to be approved by the District Education Office and have to comply with all safety rules for hostels set by the Nepalese government. This is also a binding rule of SkS-NL for SSN. Thus, a quality standard for living, health and safety is set objectively, and does not need further description in this WWT.

Children and students are fully housed during their education; including of food, transport, facilities to make their homework and to recreate for the length of their primary and secondary education.

Sathiko Sath has arranged a health insurance for all children and the staff members, which covers part of the medical cost. Every child/student receives a full health check periodically. All this is funded by SkS-NL.

### **5.6 Complaints procedure and Grievance Redressing Mechanism**

Children (or their parents) may file a complaint with the manager of the hostels or with the secretary of SSN-EC about any issues related to their stay in the hostels. An independent mediator may also be appointed in case of a conflict of interest or other complications.

Children (or their parents) may file a complaint about any issues regarding their primary, secondary or TVET or their housing with the manager of the hostels or with the teachers or other responsible person(s) in their school.  
An independent mediator will be appointed if necessary; this may be (for instance) a staff member of Nepal Youth Foundation.

## **6 FUNDING AND FINANCIAL MANAGEMENT**

### **6.1 Fundraising**

1. SkS-NL aims to raise sufficient funds for primary and secondary education, TVET and housing of the children admitted to the SSN Foundation.
2. if it is anticipated that the funds will be insufficient, SkS-NL will inform SSN-EC and discuss with them which measures will have to be taken (see also 4.1). If no solution can be found and/or not enough funds can be raised, SkS-NL will be forced - and has the right - to reduce (or even terminate) the education program.
3. SSN will strive to obtain grants from the Nepalese government and from NGO's for the primary, secondary, and vocational education of the children and for other community development programs for the selected communities. The yearly result will be published in the annual financial report of SSN.

### **6.2 Financial statements**

The financial statements (FS) of both SkS-NL and SSN run according to the Nepalese fiscal year, which ends on July 15th of the Western calendar system.

1. Within two months after the end of the Nepalese fiscal year (before September 15th), SSN-EC should have their Financial Statements ready and signed by SkS-NL. The Financial Statements must be accompanied by an independent Auditor's Report established by the SSN-EC and be presented to SkS-NL.
2. Within six months after the end of the Nepalese fiscal year, or earlier if possible, SkS-NL should have their Financial Statements ready and approved by the SkS-NL Board and published on their website.

### **6.3 Number of new children for primary education**

Depending on the results of fundraising and the new cost budget, SkS-NL will indicate in October/November period the maximum number of children which may be admitted to the following school year to the SSN-EC.

### **6.4 Budgeting after SEE graduation**

1. Annually, before December 15th, SSN-EC gives an estimate of the costs and the duration of the educational course of students who will start or continue their TVET in the following school year or start with class 11 the higher secondary education or continue with class 12.
2. SkS-NL (adjusts and) approves as soon as possible the financial limit for the costs of TVET and also for the higher secondary education, starting for the following year, keeping in mind the parents' contribution. See 4.3.4 p5 (SkS-NL pays 50% of the annual costs with a maximum of 120.000Nrs for a maximum of 2 years).

## 6.5 Budgeting for TTK

Annually, before February 15, the number of graduates that will participate in the TTK must be known. Only costs of travel and educational materials are budgeted.

## 6.6 Program Planning and budget next fiscal year

1. SKS–NL has aligned their fiscal year with the Nepali fiscal year, starting July 16.
2. SSN sends an estimated annual budget for the next fiscal year to SkS-NL ultimately February 1, including expected number of (new) children for primary and secondary education and TVET.

SSN must also submit this annual budget to the supervisory authority in Nepal

3. SkS-NL checks and approves the budget for SSN-EC.
4. Annually, within two months after the end of the Nepalese fiscal year, the Nepalese accountant year report has been received by SkS-NL (see 6.2). Based on this report SkS-NL makes its Financial Statements.

## 6.7 Financial control and payments

Every three months SSN sends a financial report with an overview of the expected expenses to the treasurer of SkS-NL and, if requested by SkS-NL, a liquidity plan.

Based on this report, SSN requests an advance/contribution. After checking and possibly reconciliation, the treasurer of SkS-NL will transfer an amount.

The school fees are transferred separately from this amount, based on an invoice from the school.

Exceptionally Interim money can be transferred.

## 7 WWT REVIEW AND UPDATING

Once this new version has been approved by SSN-EC, it is recommended to review this procedure once every 3 years and make amendments and changes where necessary, unless urgent reasons justify an earlier review.

Appendix 1: Educational system in Nepal (to be added by SSN-EC)