

Sathiko Sath:

Ways of Working Together (WWT)

Previously named:

***Policy and Procedure
Manual (PPM)***

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Annex 1 Education system in Nepal

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 Non-Governmental Organisation (NGO), responsible for all Sathiko Sath activities in Nepal. The SSN- EC (Executive Committee) has the lead and is supported by the Parents Committee (PC).
Primary education	Education from grade (class) 1 to 8.
Lower secondary education	Education grade (class) 9 and 10.
Higher secondary education	Abbreviated HSE. Education grade (class) 11 and 12 (Plus 2 , also written as +2).
TEVT (vocational education)	TEVT, Technical Education and Vocational Training (TEVT), is the formal name of vocational education that can start after class 8 or 10. Graduates from TEVT are prepared for a large variety of professions in both a theoretical and a practical way
CTEVT Certificate	Proficiency Certificate in the chosen specialisation which is obtained after final exam organised by the Council for Technical Education and Vocational Training.
SEE (previously SLC)	Nationwide exams at the end of Class 10 to obtain the SEE certificate, previously called the School Leaving Certificate (SLC). The exams are called 'Secondary Education Examinations' (SEE).
HSEB (certificate)	Nationwide exams certificate obtained by passing the final exam after higher secondary education (HSE) after both Grade 11 and 12, that is organised by the Higher Secondary Education Board.
S.K.S. Students Hostel Pvt.Ltd.	SSN Hostel has been privatized in June 2025 to meet requirements of SWC. Reba Kumari Dangol is the manager of this private hostel. SSN pays per student for the hostel cost.
Social Welfare Committee (SWC)	The governmental organization who must judge (and approve or reject) all NGO donations (tax free donations). Looks also at the activities of the NGO, if they are in line with governmental rules and regulations.

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. The previous version of this document was called Policy and Procedures Manual.

SkS-NL transfers funds to SSN for the specific purposes 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 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 must 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)

The SSN NGO 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. Therefore, 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 basic right.

We believe that education is the key to help unprivileged families and communities to reduce their 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 are funding quality education, from the start of primary school up to and including higher secondary education 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 contribution up to and including Grade 10 is very low, so it does not create a threshold for participation. For Education beyond Grade 10 the contribution is 50% of the school cost. SkS-NL emphasizes that the students also have responsibility for their own development and that of their country.

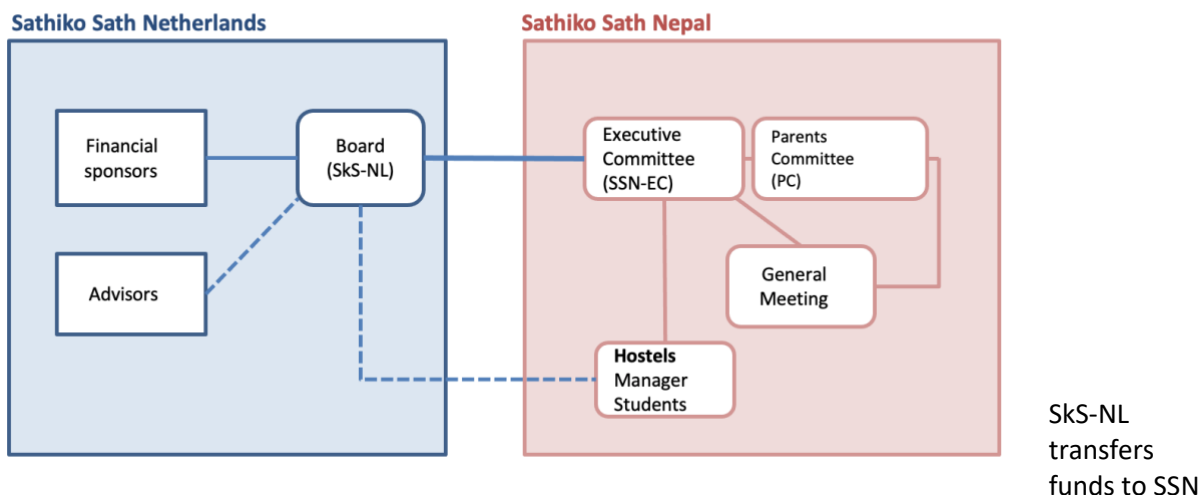
3.6 Organisational relationship between SkS-NL and SSN

Sathiko Sath consists of two foundations: Sathiko Sath Netherlands (SkS-NL) and Sathiko Sath Nepal (SSN). Both foundations have their own Constitution in accordance with their respective national laws. SSN is a Nepalese non-governmental organisation (NGO), non-profit and non-political organisation for social service and welfare. Since 2025 the SSN hostel has been privatized on demand of the Nepalese Authority SWC. The name of the hostel is S.K.S. Students Hostel Pvt. Ltd.

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



to pay for the education of the children and for 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 SSN 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 (including 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 Technical Education and Vocational Training (TEVT) chosen by individual students and the choice of the school/education institute.
3. The admission of well performing students (A+, A or occasionally B+) at SEE to apply for higher secondary education.
4. Contracts for the school fee with primary and secondary schools for all the children; also, for +2 education and TEVT 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 SSN 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 several 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 Tamang¹.
2. To offer a good education to the children in the age of 7 to 17 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 it and the hostel manager agrees).
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 spread their 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, for the time being 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 must contribute to the current expenses of the education program (in exceptional cases dispensation can be given). The yearly contribution for the Nepalese year 2082-2083 (2025-2026) has been determined at 8000 Rp per child living in the hostel and 6000 Rp per child living at home (i.e. not in the hostel). SSN-EC, with the help of the manager of the hostel, ensures to collect the contribution from the parents.
The SSN-EC may advice SkS-NL about this contribution for the following years.
2. SSN-EC will try to mobilize local financial resources to implement the programs in partnership with NGO's working in Nepal.

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.

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, e.g. 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-PC members, an obligatory meeting as imposed by the government.
6. SSN-EC should support and coach the manager of the hostels in all cases; either initiated by local questions and those on behalf of SkS-NL.

3.8.3. SSN-PC (Parents Committee)

To contribute to the realization of the SSN vision, the Parents Committee (SSN-PC) has the following aims and objectives.

1. Select suitable children- candidates for the Sathiko Sath Program in their village or in its immediate vicinity. Annually, before December 15th, SSN-EC communicates the maximum number of new kids to the SSN-PC. The SSN-PC 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 village major.
2. Be liaison person for SSN-EC parent members in your region/village. This implies keeping in contact with parents, the Village Development Committee to collect suggestions, comments, and problems (if any) from kids and parents and give them as feedback to SSN-PC delegates. NB: Can be about school, teachers, hostel, uncle, or other items/persons.
3. Inform SSN-EC as requested about all that matters with the kids, their education, and their social behavior.
4. Organize events and parties (after consultation with SSN-EC)
5. Organize the Annual General Meeting (AGM)
6. Find suitable schools for TTK program (yearly)(see 4.3.7)
7. Be liaison for graduates of Sathiko Sath (push giving feedback on their education and/or jobs; their wellbeing; their need for support; etc.)
8. Two members of SSN-PC will be delegated as representative to the SSN-EC member. They must be elected following a two-year cycle.

3.8.4. S.K.S. Students Hostel Pvt Ltd.

In 2024 SWC has announced that the hostel must be independent from the SSN NGO. Otherwise, we were not allowed to transfer money to the hostel without paying taxes. The reason is that SWC does not want to be liable in case something goes wrong in the hostel, as they had such an experience in recent years. Maybe the fact that SSN is not classified as a “orphans” hostel any more since 2024 has also to do with this unexpected policy change.

In 2025 the legal documents to establish our privatized hostel have been completed. The name chosen for the hostel is S.K.S. Students Hostel Pvt. Ltd. As from mid July 2025 the hostel is independent from SSN. In fact: SSN will pay a yearly fee per child for staying in the hostel. In a similar way as we pay school fees to our schools.

In the schoolyear 2025-2026 our NGO manager Ratna Kaji Dangol and his wife Reba Kumari Dangol, the hostel owner/manager, have to find out with the accountant Baker Tilly what is a fair hostel fee for the coming year. Splitting the cost between the SSN NGO and the private Hostel NGO is a serious challenge. After long deliberations it has been decided that Mrs. Reba Kumari Dangol is the best person to be the hostel owner and manager. For expenses she must sign by herself, but in informal second signature will be utilized.

For the hostel we have created a separate bank account. An initial deposit of 1,2 miljoen roepes (ca 8000 euro) was required, but after starting the operations this money may be used for expenses. The school year 2025- 2026 will be an important learning year.

3.9 Service information

The foundation of SkS-NL is registered at 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.

4 ORGANISATIONAL ROLES AND ACCOUNTABILITY

4.1 Accountabilities of the SkS-NL Board

1. To raise funds for the primary and secondary education, and TEVT 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 TEVT, guidance and hostels for the children financed by SkS-NL or related NGO's (like Milijuli was).
3. To compose SkS-NL's final annual report and annual statement of accounts. Also looking at the annual report and statement of accounts drawn up by SSN.
4. To first announce to SSN (ultimately December) and later approve, ultimately February, the number of new children that can be admitted for primary, secondary or TEVT in each following school year.
5. To approve for each individual student the type of TEVT 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 TEVT 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, as well as the functions, duties, and rights of their members. However, the structure of SSN has been upgraded in 2019, so under the Executive board (SSN-EC), a Parents Committee (SSN-PC) has been 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. Parents must hand over several documents (see point 4) including birth papers that show that the candidate is around 7 years of age (not younger but also not older).
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 considered appropriate by the SSN-EC.
 - b. Ideally, an equal number of boys and girls will be supported by SkS-NL
 - c. Children must come from the poorest families as recognised by the Village Development Committee.
 - 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 there are more candidates than there are available places, this will be solved by organizing a lottery by SSN-EC.
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 around 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 one or more of the SSN-EC members.

4.2.3 Responsibilities concerning primary, secondary and TEVT 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 TEVT.
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 and to report all results to SkS-NL.

4.2.4 Responsibilities concerning the S.K.S. Students Hostel

Responsibilities are:

1. To prepare and sign together with a representative from SkS-NL Board² 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

² 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.

- Reference) and contract (Memorandum of Understanding) of the manager of the Hostel(s)³.
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 all SSN staff members and to confirm the changes in writing.
NB: In special circumstances also a 1 -year time period may be chosen, after agreement with SkS-NL.
For the proposal they are demanded to check if these salaries are still aligned with government policies and external salaries for similar functions, considering the secondary benefits of working at the hostel (free housing, free food and drinks, insurance, etc.). NB: The proposal on salary changes/raises must be approved beforehand by SkS-NL.
 6. To supervise the effective and efficient exploitation of the hostels and their financial management.
 7. To supervise the functioning of the manager of the hostel and to report if necessary to SkS-NL.
 8. To ensure compliance with government acts, including education acts, rules and regulations.
 9. To decide whether kids must leave the Sathiko Sath program in the case of e.g. misbehavior.

4.2.5 Responsibilities concerning finance and other matters

Responsibilities are:

1. To request from SkS-NL every three or four 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 next year 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, both membership fees and parents' contribution to studies after SEE-examination.

³ 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.

4.3 Responsibilities of the manager of the hostels of SSN

Mr. Ratna Kaji Dangol is now the day-to-day manager of SSN NGO. He works under the responsibility of the SSN Executive Committee. He looks after the children who are in the portfolio of Sathiko Sath NGO.

The S.K.S. Students Hostel is now a private hostel under responsibility of his wife, Mrs. Reba Kumari Dangol. She takes care of the food, the housing and the health of the children, and she is also responsible for the hostel expenses.

4.3.1 Responsibilities of the SSN manager 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 hostel 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), TEVT institutes, a psychological testing organisation (like the Nepal Youth Foundation in the past), and the parents.
8. Organise and guiding of educational routes of individual children (testing, 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 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 of the hostel manager concerning the infrastructure and inventory of the hostels

Responsibilities are:

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

4.3.3 Responsibilities of the hostel manager concerning the staff of the SkS hostels

Responsibilities are:

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

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 of both managers concerning finances and bookkeeping

Responsibilities are:

1. Paying all bills related to the operation of the hostels (hostel manager).
2. Purchasing all goods needed for the operation of the hostels at market conform prices (hostel manager).
3. Bookkeeping of all incoming and outgoing money related to the hostels (hostel manager);
Bookkeeping of all incoming and outgoing money related to SSN and the education before and after class 10 (SSN Manager).
4. Collecting parents' and other SSN members' annual contribution to Sathiko Sath Nepal, and the parents' educational contributions after class 10 (SSN Manager) Making contracts with parents about their contribution to the school for higher secondary education and TEVT and take care of 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 and consequential cost (books, annual fees, tiffin, computer lab charges, etc. Like the LAC (college) pack price). (SSN Manager)
The Sathiko Sath contribution for studies starting from Summer 2025 is as follows:
 . For the (Plus 2) LA College for the years 2025/26 and 2026/27, the contribution of Sathiko Sath will be 81,250 NRP per year per student, with a maximum of 162,500 NRP in total for this 2- year college.
 . For MOLISS, Mahendra or every other Plus 2 College, 50% of the yearly school fee and cost of the same secondary benefits as LAC offers (e.g. school uniforms, sportswear, tiffin/lunch, etc)
 . For TEVT studies 50% of their actual yearly school fee during 2 or 3 years. The total SSN contribution shall not exceed 162,500 NRP.
 . The contribution may be adjusted every year for new entrée students and will then be valid for the duration of their study.

4.3.5 Responsibilities concerning the compliance with government regulations

Responsibilities are:

1. The annual renewal of the District Authority and SWC approval/certificate for running a hostel (hostel manager).
2. Making necessary adjustments according to government rules/guidelines (both managers).
3. The (houses rented as) hostels must satisfy all criteria for certification of hostels by the relevant authorities (hostel manager).

4.3.6 Responsibilities of the SSN manager 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 Committee (SSN-PC). 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 of the SSN manager 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 (Little Angels till now) 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 by schoolteachers (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 SEE at the end of class 10 as a final step of their lower secondary education.

Some kids choose to continue to Plus 2, i.e. Class 11 and 12 (called Higher Secondary Education, abbreviated HSE) and obtain the HSEB certificate (Higher Secondary Education Board). Others choose to continue with TEVT (Technical Education and Vocational Training) and obtain a CTEVT Proficiency Certificate in the chosen specialisation. Children may also leave the Sathiko Sath program with the SEE/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 only one time in classes lower than (or equal to) Class 10, and only if the school or psychological test results 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 SEE certificate)

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

Higher secondary education (HSE)

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 “plus 2”). Excellent means for Sathiko Sath that the SEE results are A+ or A; occasionally a B+ result can be admitted, in case:

- a. the advice of the school board is positive to continue to grade 11, and

- b. if the psychological tests prove enough intellectual capacities and motivation with the candidate.

Students studying for the HSEB certificate in class 11 and 12 can continue to live in the hostel at SkS costs.

However, the educational fees and cost 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 must start in class 11 the term-time immediately following the term-time in which s/he passed SEE 10.

TEVT (Technical Education and Vocational Training)

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

- In case of an excellent student (obtaining A+, A) he/she can also decide to leave the lower secondary school and continue with TEVT.
- 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 TEVT, provided that the choice of TEVT is in line with the counselling test results by a psychological test authority (see 5.3).

The TEVT institute that a SkS-student will apply for, must be a certified one, so that an official certificate (CTEVT) approved by the Government may be obtained. SkS-NL must give its approval for the TEVT institute.

In most cases the TEVT student will not continue to stay in the hostel. Only in special cases this may be allowed (Subject to SkS-NL approval).

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 TEVT directly after class 10 (or in special cases Class 8), the decision may be postponed for a maximum of one year. If this one-year period has passed, SkS-NL will not provide for financial support anymore.

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/psychological test. This service is also available for the weak students in class 8. Additionally, if a YES/NO decision should be made to doubling a class, psychological counselling may help to decide what is best for the child.

5.4 Study materials and school supplies

Study materials and other necessary school supplies (e.g. 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 for children must comply with all rules and regulations for hostels as approved 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.

SSN children and students are fully housed during their education, including of food, transport, facilities to do 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 hostel(s) or with the secretary of SSN-EC about any issues related to their stay in the hostel. 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 the psychological test organisation.

6 FUNDING AND FINANCIAL MANAGEMENT

6.1 Fundraising

1. SkS-NL aims to raise sufficient funds for primary and secondary education, TEVT 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 NGOs 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 SSN-EC members. 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 studies of students who will start or continue their TEVT in the following school year or start with class 11 the higher secondary education or continue with class 12.
2. The expected Sathiko Sath financial contributions will be budgeted in the budget for the following Nepali year, considering the parent's contributions.

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 April 1, including expected number of (new) children for primary and secondary education and TEVT. SSN must also submit this annual budget preferably in April to the supervisory authority in Nepal, being Social Welfare Committee (SWC), to obtain SWC approval ultimately end June.
3. SkS-NL checks the draft budget and approves the final 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 their Financial Statements.

6.7 Financial control and payments

Every 4 months (since 2024) 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 payment. 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.

Annex 1: Educational system in Nepal

A. Primary education

In Nepal, primary education is for pupils aged 5 to 12.

- [Duration](#): 8 years (grade 1 to/incl.-grade 8).
- Content: primary education.

Please note education is compulsory from the age of 4, starting the year before primary education. This year is part of pre-school education. Pre-school education is called 'early childhood education and pre-primary education (ECED/PPE)' in Nepal. The ECED/PPE year and primary education together are called 'basic education'.

B. Secondary education

Secondary education lasts 4 years and is divided into 2 stages:

1. lower secondary education, concluded with exams for a [Certificate – Secondary Education Examination \(SEE\), Grade-10](#);
2. upper secondary education, concluded with exams for a [Migration Certificate – School Leaving Certificate Examination \(Grade 11 and 12\)](#).

Ad 1. Certificate – Secondary Education Examination (SEE), Grade-10

Lower secondary education is for students aged 13 to 15. At the end of lower secondary education, students take exams for a Certificate – Secondary Education Examination, Grade-10. Students take the exams via the [National Examinations Board \(NEB\)](#).

- Duration: 2 years (grade IX-grade X).
- Content: 8 exam subjects, of which the following are compulsory:
 - English;
 - Nepali;
 - mathematics;
 - science;
 - social studies;
 - health, population and environmental education.
- Function of the diploma: access to [upper secondary education](#) or [secondary vocational education](#).
- Diploma: Certificate – Secondary Education Examination, Grade-10, issued by the NEB. Please note: this diploma had a different name before; see Diplomas before 2017.

Ad 2. Migration Certificate – School Leaving Certificate Examination (Grade 11 and 12)

Upper secondary education is for students aged 15 to 18. At the end of upper secondary education, students take exams for a Migration Certificate – School Leaving Certificate Examination (Grade XI & XII). Students take the exams via the [National Examinations Board \(NEB\)](#).

- Duration: 2 years (grade 11 and grade 12).
- Content: a new curriculum has been in place since the 2020-2021 school year. Not enough is known about it yet. In 2022, the first students will receive the diploma with the new curriculum. In the old curriculum, students took at least 5 exam subjects. The subject English ('compulsory English') was compulsory; the subject Nepali ('compulsory Nepali') was compulsory for either the 1st year (grade 11) or the 2nd year (grade 12). In addition, students took at least 3 exam subjects for 1 of the following streams:
 - science: subjects like physics, chemistry, biology and computer science;
 - management: subjects like business studies, accountancy, marketing and hotel management;
 - education: subjects concerning pedagogy, education and teaching;
 - law: subjects concerning aspects of law;
 - humanities: subjects like history, sociology, geography and languages.See also [Examples of stream subjects](#).
- Admission requirements: the [Certificate – Secondary Education Examination, Grade-10](#) and extra requirements, such as certain subjects and grades.
- Function of the diploma: access to [higher education](#). Students may also continue on to [secondary vocational education](#).
- Diploma: Migration Certificate – School Leaving Certificate Examination (Grade 11 and 12), issued by the NEB. Please note: this diploma had a different name before; see Diplomas before 2017.

We compare the Migration Certificate – School Leaving Certificate Examination (Grade 11 and 12) to a [HAVO](#) diploma if the student has a [pass](#) for:

- English or Nepali; and
- at least 4 different [subjects](#) of the science, humanities or law stream.

We compare the Migration Certificate – School Leaving Certificate Examination (Grade 11 and 12) to a HAVO diploma with vocational subjects if the student has a [pass](#) for:

- English or Nepali; and
- at least 4 different [subjects](#) of the management or education stream.