

REQUEST FOR PROPOSAL (RFP)

JANUARY 1 - DECEMBER 31, 2013

MISSION STATEMENT

The mission of A Leg to stand on (ALTSO) is to help transform the lives of children with limb disabilities in the developing world by offering them the physical capabilities to access the opportunities and self-esteem earned through education, work and mobility.

ELIGIBILITY AND GUIDELINES

- The Organization proposing the project must be a legally registered entity in the country of its work and should have formal documentation attesting to this (i.e., registration number, registration document, and/or agreement with government allowing the Organization to operate locally).
- The Organization proposing the project must be legally authorized to receive funds from the United States.
- The Organization must not discriminate against children on any basis, including but not limited to race, religion, culture or creed.
- The project must compliment ALTSO's objective of providing free orthopedic care to disabled children ages 0
 18 years in the developing world.
- Children for whom assistance is provided by ALTSO will not be charged for medical evaluations, treatment or devices. Children or guardians of children in a financial position to pay may be charged by the organization for professional services and items, which ALTSO does not cover.
- ALTSO will pay for the cost of orthopedic treatment, devices or materials. ALTSO will consider enhancing the
 knowledge and skill of practitioners by sponsoring trainings, workshops, or equipment upgrades related to
 the field of orthopedics. ALTSO will not pay for operating expenses, salaries or compensation of the
 Organization's personnel.

INSTRUCTIONS

- Complete the RFP in its entirety and include all requested attachments.
- E-mail the completed RFP and attachments to *info@altso.org* by the stated deadline.

DEADLINE

- The RFP and all attachments must be submitted to ALTSO as instructed by November 1, 2012.
- Applications received after the deadline will be considered for the following year (i.e., 2014).

INQUIRIES

Please contact ALTSO at *info@altso.org* with any inquiries before submitting the RFP.

NOTE

The RFP serves as a preliminary request only. ALTSO's acceptance of a project proposal is subject to receipt of additional information or documentation satisfactory to ALTSO.

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REQUEST FOR PROPOSAL (RFP) JANUARY 1 - DECEMBER 31, 2013

ORGANIZATIONAL DETAILS

Name of Organization: Hope Disability Centre.

Date RFP submitted: September 2, 2012

Contact information of individual preparing RFP:

• Name: Ganga Rayamajhi

• Title: Chairwoman

• Telephone number: +977-9847105111

• E-mail address: ganga_nep063@yahoo.com

CONTACT INFORMATION

1. Mailing address: Dhagithum-3, Tamghas, District- Gulmi, Zone- Lumbini, Nepal.

2. Telephone number: +977-79-690477

3. Facsimile number: +977-79-520686

4. E-mail address: ganga_nep063@yahoo.com

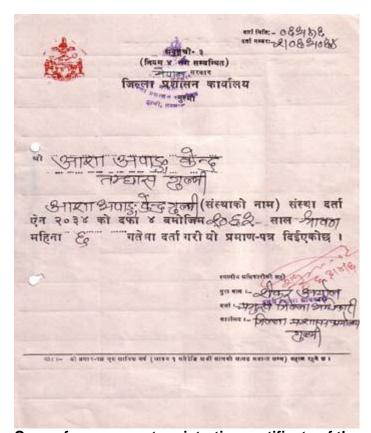
5. Web address: www.hopecentrenepal.org

ORGANIZATIONAL INFORMATION

1. Government registration/identification number: 2/063/064



Copy of certificate of affiliation with the Social Welfare Council



Copy of government registration certificate of the agency

- 2. Year founded: July, 2006
- 3. Age group served: We support all age groups..but under ALTSO, only those up to age 18.

- 4. Geography served: Gulmi District, Nepal mainly..but special needs cases from other districts.
- 5. Mission statement: To enable disabled persons of Nepal to become mobile, independent and employable and to achieve dignity in their lives.
- 6. Primary focus area(s): Mobilising kids and youth with disabilities with surgery, PT, OT, fitting of limbs and orthoses, and skills' training.
- 7. What is the Organization's biggest challenge: **Poverty of patients, lack of education and remoteness of their homes**.
- 8. How is the Organization addressing this challenge: We carry out regular outreach camps to identify those who need help in remote areas, then systematically treat and follow them up to ensure satisfactory rehabilitation, through community-based rehabilitation principles.
- 9. Number of employees: 6 employees at Hope Centre and 1 outreach staff.

LEGAL INFORMATION

- 1. Is the Organization authorized to receive financial and/or in-kind support from the United States? If so, please include authorization document with this proposal. If not, please explain the reason:
 - Yes, our Organization is authorized to receive financial and/or in-kind support from United States.
- 2. Has the Organization or any of its present officers, directors, executive personnel or trustees ever been found to have engaged in unlawful practices in the solicitation of contributions, the administration of charitable assets, or the partnership with any organization? If so, please elaborate and attach a copy of written documentation which shows the final disposition of the matter:

No, none of the employees, directors, executive personnel have ever engaged in unlawful practices.

FINANCIAL INFORMATION

- 1. Annual budget: USD \$ 70,000 (in 2011-2012)
- 2. Sources of funding: We receive grants and donations both local and international, and materials such as hearing aids and recycled limbs, which we distribute at low- fitting cost only, and some sale of Nepali crafts and goods overseas.
- 3. Major supporters: ALTSO in 2011-2012, MEND NZ, District Development Committee (local govt), Rotary, private Nepali sponsors, international donors from UK, Gulmi Samaj UK, ABILIS.

STATISTICS

- 1. Total number of children treated in preceding year: : Model surgery Camp 314 (and 47 under ALTSO funding)
- 2. Percentage of pediatric (ages 0 18 years) orthopedic cases in preceding year: 31 children between 0 18 years

PROJECT PROPOSAL

PROJECT MANAGER CONTACT INFORMATION

Please include contact information for the individual responsible for the project management and to whom all project-related correspondence should be addressed.

1. Name: Ganga Rayamajhi

2. Title: Chairwoman

3. Telephone Number: 00977-9847105111

4. E-Mail Address: ganga_nep063@yahoo.com

PROJECT DESCRIPTION

1. Project name: Hope Disability Centre

2. Project term (one year / ongoing) and dates: One year /.from Jan 2012- Dec 2013

3. Project summary (include brief explanation of problem and solution):

As Hope Centre is the only quality support service in Gulmi District (with approximately 296,000 people) for disabled persons and the number of disabled children and youth continues to be high as we reach out to more and more villages, we require help to meet the growing costs of corrective surgery, fitting of mobility aids, prostheses and orthoses and the travel costs to get patients so far to medical services, often 400kms.

4. Provide two case studies or factual examples that support the problem noted above:

ALTSO provided USD\$ 5000 in 2012 and the money is being used for orthopedic treatment, devices or materials to treat 41 poor, disabled and disadvantaged children residing in remote areas of Nepal.

We also treated many kids, youth and adults with birth defects, CP, hearing loss, post polio, and general aches...as part of our mission statement.

We efficiently document all cases and their treatment and also offer many help after treatment to attend school, or train for employment, so that their newfound mobility contributes to their access to opportunity. Now, many have respectful positions in the society due to the help from ALTSO in the past, as some have started some kind of business. The children now have the mobility to become confident they can achieve any goals that are normally done by able-bodied people.

- How does the Project compliment ALTSO's mission:
 Both Hope and ALTSO focus on orthopaedic children and youth needing rehabilitation so they can become active and useful in their communities
- 6. Specific Project goals:
- 1. To enable another 50-60 kids and youth with disabilities to walk better or improve arm or hand function.
 - 2. To fund their corrective surgery, prostheses, orthoses and medical costs
- 7. Number of children intended to be treated by Project: 50-60
- 8. Major intended outcomes of Project: For Hope Disability Centre to continue the programmer in Gulmi District identifying, treating and rehabilitating 50-60 kids with physical problems from birth or from diseases or from accidents.
- 9. What, if any, are the Project's risks: Monsoon and poor communications in this mountainous region often slow down progress through poor roads.
- 10. Is the Organization prepared to comply with ALTSO's reporting requirements, which help ALTSO track the Project's progress? (e.g., Monthly Financial and Progress Reports, Patient Intake Forms, Before/After .jpg Photographs, End of Year Reports)

Yes

BUDGET

Total Project budget: USD \$ Please attach a detailed project budget.

1. Total amount requested from ALTSO: USD \$10,000

Due to increasing costs we have budgeted for 50 patients at \$200 each, which may include surgery, travel costs to hospital, limbs fitted, braces, special shoes, ankle or arm supports made, medical costs, or physiotherapy follow up to ensure treatment effects were sustained.

- 2. Do you expect the budget to change? If yes, please explain how and why: No
- 3. Alternate funding sought for Project: None

4. Number of additional personnel needed (if applicable): We have sufficient staff to achieve the project's goals

ATTACHMENTS a. (for new partner applications only)

Please include the following items when submitting the RFP:

- 1. Government proof authorizing the Organization to operate locally in a manner true to its stated purpose
- 2. Annual report for most recent fiscal year
- 3. Three (3) references (include name, title of position, organization/company, affiliation, mailing address, telephone number and e-mail address)
 - i. Two (2) sponsoring organizations/foundations
 - Sponsoring organizations/foundations are welcome to write a letter of recommendation on the Organization's behalf, which should be submitted with this proposal
 - ii. One (1) legal or bank

ATTACHMENTS b. (all applicants)

Please include the following items when submitting the RFP:

- 1. Detailed Project budget
 - i. Include all items relevant to the Project's success
 - ii. Specify the area(s) and amount needed you are requesting from ALTSO

| 1. | Corrective surgery costs | \$4000 |
|----|--------------------------|---------------|
| 2. | Prostheses and orthoses | \$1500 |
| 3. | Travel costs to hospital | \$ 1500 |
| 4. | Medical costs | \$1000 |
| 5. | Physiotherapy | \$1000 |
| 6. | Follow-up care | \$ 500 |
| 7. | Mobility aids | <u>\$ 500</u> |
| | Total | \$10000 |

2. Audited financial statement for most recent fiscal year ATTACHED Annual Audit July 15, 2011- July 16, 2012

KRISHNA PRASAD BHANDARI TAMGHAS, GULMI

ICAN No. 1218B Member No. 3813 Pan No. 300985375 Phone 079-520522, 9757009522

Date: 28th August 2012

To, The Chair Person Hope Disability Center Tamghas-2 Dhagithum Gulmi

Auditor's Repot to Hope Director's

We have audited the accompanying received and payment of Hope Disability Center as of 16th July 2011 15th July 2012 (Ashad 32, 2069) for the ended. These financial statements are the responsibility of tl management Hope Disability Center. Our responsible is to express an opinion on these financial statemer base on our audit and the report that.

We conducted our audit in accordance with auditing standers generally accepted in Nepal. The standards require that we plan and perform the audit to obtain reasonable assurance whether the financ statements are free of material misstatement. An audit includes examining, on test basis, evidence supporting the amounts and disclosures in the financial statement's an audit also includes assessing the accounting principles used and significant estimates made by management as well as evaluating the overall financ statements presentation. We believe that our audit provides a reasonable basis for our opinion.

future to our comments, we report that:

- i) We have obtained all information's and explanations, which to the best of our knowledge and bel where necessary for the purposes of our audit.
- ii) In our opinion proper books of account as required by law have been kept by the Institution so t as appears from our examination of these books.
- iii) In our opinion, The received and payment account dealt by this repot comply with the auditine standards act 16th July 2011 to 15th July 2012 (Ashad 32, 2069)
- iv) In our opinion and to the best of our information and according to the explanations given to us, the financial statements give a true and fair view in conformity with the accounting principles general accepted in Nepal.
- v) In Case of received and payment the state of affairs of Hope Disability Center on 16th July 2011 15th July 2012 (Ashad 32, 2069) In case of Profit & loss Account, Balance Sheet of the P/L for the year ended on that date

Date: 28th August 2012

Krishna Prasad Bhandari (Registered Auditors)



Schedule 1

| n. | Received | Total Amount | S.n | Payment | Total Amount |
|----|--|-------------------|-----|------------------------------------|------------------|
| | | | 1 | Revenue Expenses | |
| | Balance Forward | 2,66,323.87 | Ť | Advertising Expenses | 1,500.00 |
| | Rastriya Banijya Bank, Abilis | 62,978.81 | | Audit Fee | 2,000.00 |
| b | Resunga Bikas Bank (Salary) | 5,20,150.50 | | Boarding & school fee | 1,87,600.00 |
| C | Resunga Bikas Bank (Abilis) | 1,77,514.68 | | Camp | 53,805.00 |
| | Resunga Bikas Bank (ALTSO) | 2,24,921.29 | | Conferences & Seminars | 38,000.00 |
| е | Reunga Bikas Bank Jeneral Acc | 12,51,889.15 | - | Electricity & Gus | 10,346.00 |
| | Total surplus | 4,31,160.00 | + | Food Expense | 26,492.0 |
| 1 | ABILIS Second Grant | 5,95,873.50 | - | Entertainment | 1,800.0 |
| 2 | ALTSO From US | 11,770.00 | | Ideal Youth Club | 1,43,200.00 |
| 3 | Beth Buchanan From Austrila | 27,200.00 | | Internet Charge | 4,800.0 |
| 4 | Brush and Denish Buchanan | 1,72,702.00 | | Medicine & Hospital Expenses | 7,624.00 |
| 5 | DDC Gulmi | 22,000.00 | | Mushroom Seeds | 8,070.0 |
| 6 | District Education Office, Gulmi | 5,000.00 | - | Offical expense | 86,077.0 |
| 7 | Gokarna Basnet | 14,49,400.00 | - | Pharmacy of Medicine | 3,050.0 |
| 8 | Gulmi Jill U.K Samaj | 14,49,400.00 | + | Physiotherapy Charge | 4,000.0 |
| 9 | Hearing Aid | 68,870.00 | - | Rehabilitation | 5,24,516.0 |
| 10 | Hope Centre | | | Repairs and Maintenance | 18,010.0 |
| 11 | Jennie From Cornwall | 1,47,000.00 | - | Road Making | 21,500.0 |
| 12 | Julie and Marcus | 1,17,464.24 | - | Salary Account | 5,52,489. |
| 13 | Meg Persteson (Austrila) | 25,32,049.78 | | Santipur Office Expenses | 23,150.0 |
| 14 | MEND | 4,12,000.00 | | Sewing Training Paid for GJS | 3,500.0 |
| 15 | Michael Dom From Germany | 5,000.00 | - | | 28,500. |
| 16 | Murari Thapa from U.K | 1,00,000.00 | - | Sleeping Bag for Lakpa | 6,766.8 |
| 17 | Women Development Centre, Gulmi | 1,50,000.00 | - | Stationary Expenses | 1,31,255. |
| 18 | Interest Income | 1,47,565.75 | | Travel Expenses | 26,477. |
| 19 | Mushroom Selling (HDC) | 13,110.00 | | Tax Expenses | 50,239. |
| | Sub Total | 64,22,165.27 | - | Transportation & Fuel | 32,000 |
| | | | + | Unformal Education | 5,000 |
| | | 0 | _ | Vad Nepal Day Care Center | 73,115 |
| | | | - | Mobile Phone Repair Training | 3,380. |
| | | | - | Mushroom Seeds and Materials | 21,283. |
| | | | _ | Mushroom Training and Tunnel | 36,483. |
| | | | _ | Project Administration | 63,500. |
| | | | | Sewing and craft training | 2,565 |
| | | | | Sewing Training Stipend | 2,162 |
| | | | | Special needs Support M.R.T | 2,896. |
| | | | | Trainee Special Needs Support | 1,04,660 |
| | | | | Travel & Accomodation | 23,11,812 |
| | | | | Sub Total | 4,67,000 |
| | | | 2 | Account Receivable | 4,67,000 |
| | | | 3 | Fixed Assets | 8,41,400 |
| + | | | | Ambulance | |
| | | | | Land & Building | 10,51,798 |
| + | | | | Physiotherapy Equipment | 35,000 20,000 |
| + | | | 100 | Furniture | 29,442 |
| + | | | _ | Inverter and Battery | |
| + | Name of the last o | | | Water Connection Materials | 17,578 |
| + | | | | Sub Total | 19,95,218 |
| + | | | 4 | Surplus | - |
| + | | | | Rastriya Banijya Bank, Abilis | 3,00,281 |
| + | | The Marie Control | | Fewa Finance (Meg & Buindina fund) | 12,36,532 |
| + | | | | Fewa Finance (Gulmi Sama) Ük) | 2,53,435 |
| - | | | | Resunga Bikas Bank (Abilis) | 4,26,360 |
| - | | | | Resunga Bikas Bank (ALTSO) | 1,76,790 |
| | | | | Resunga Bikas Bank (Dap) | 4,84,959 |
| + | | | | Reunga Bikas Bank (Jeneral) | 21,664 |
| 1 | | - | | Sub Total | 29,00,024 |
| | | 76,74,054.42 | - | Total | 76,74,054 |

Mr. Tara Persad Bhusal

Mis. Ganga Rayamajhi Chairwomen

| | | Tamghas 2 Dha | agith | um, Gulmi | |
|---------------|--------------------------------|------------------|-------|--|----------|
| S.n | Particular | Profit & Loss As | S.n | | |
| | Advertising Expenses | 1,500.00 | | Particular | Amount |
| | Audit Fee | 2,000.00 | _ | 1 ABILIS Second Grant | 4,31, |
| | Boarding & school fee | 1,87,600.00 | _ | 2 ALTSO From US | 5,95, |
| | Camp | 53,805.00 | | Beth Buchanan From Austrila | 11, |
| | Conferences & Seminars | 38,000.00 | _ | 4 Brush and Denish Buchanan 5 DDC Gulmi | 27, |
| | Electricity & Gus | 10.346.00 | _ | 6 Education Office | 1,72, |
| | Food Expense | 26,492.00 | _ | 7 Gokarna Basnet | 22, |
| | Entertainment | 1,800.00 | | B Gulmi Jili U.K Samaj | 5, |
| - | Ideal Youth Club | 1,43,200.00 | | Hearing Aid | 14,49, |
| | Internet Charge | 4,800.00 | | Hope Centre | 14,0 |
| | Medicine & Hospital Expenses | 7,624.00 | | Jennie From Cornwall | 1,47,0 |
| | Mushroom Seeds | 8,070.00 | | 2 Julie and Marcus | 1,17,4 |
| 13 | Offical expense | 86,077.00 | | Meg Persteson (Austrila) | 25,32,0 |
| 14 | Pharmacy of Medicine | 3,050.00 | | MEND | 4,12,0 |
| 15 | Physiotherapy Charge | 4,000.00 | | Michael Dom From Germany | 5,0 |
| 16 | Rehabilitation | 5,24,516.00 | | Murari Thapa from U.K | 1,00,0 |
| 17 | Repairs and Maintenance | 18,010.00 | _ | Women Development Centre | 1,50,0 |
| 18 | Road Making | 21,500.00 | | Interest income | 1,47,5 |
| 19 | Salary Account | 5,52,489.79 | 19 | Mushroom Seeling (HDC) | 13,1 |
| 20 | Santipur Office Expenses | 23,150.00 | | | 15/ |
| 21 | Sewing Training Paid for GJS | 3,500.00 | | | |
| 22 | Sleeping Bag for Lakpa | 28,500.00 | | | |
| 23 | Stationary Expenses | 6,860.00 | | | |
| 24 | Travel Expenses | 1,31,255.00 | | | |
| 25 | Tax Expenses | 22,914.75 | | | |
| 26 | Transportation & Fuel | 50,239.00 | | | |
| 27 | Unformal Education | 32,000.00 | | | |
| 28 | Vad Nepal Day Care Center | 5,000.00 | | | |
| 29 | Profit or Loss on Disposal | 55,544.00 | | | |
| 30 | 5 Mobile Phone Repair Training | 73,115.00 | | | |
| - | Mushroom Seeds and Materials | 3,380.00 | | | |
| _ | Mushroom Training and Tunnel | 21,283.00 | | Table 1911 | |
| _ | Project Administration | 36,483.00 | | | |
| 35 | Sewing and craft training | 63,500.00 | | | |
| | Sewing Training Stipend | 2,565.00 | | | |
| | Special needs Support M.R.T | 2,162.00 | | | |
| - | Tax Expenses | 3,563.00 | | | |
| 39 | Trainee Special Needs Support | 2,896.00 | | | |
| _ | Travel & Accomodation | 1,04,660.00 | | | |
| | Deprection of fixed Assets | 2,94,163.20 | | | |
| $\overline{}$ | Sub Total | 26,61,612.74 | | | |
| $\overline{}$ | Net Profit | 37,60,552.60 | | | |
| | Grand Total | 64,22,165.34 | | Grand Total | 64,22,16 |

Mr. Tara Prasad Bhusal Treasurer Mis. Ganga Rayamajhi Chairwomen

lr. Krishna Prasad Bhand Registered Auditor

Hope Disability Center Tamphas 2 Diagithum, Gulmi Bulance Street As (a) bily 15, 2012

| LIABILITIES & EQUITY | Current Year | Assets | Current Year Amount |
|---|--------------|----------------------------------|---------------------|
| DARRITHNA EQUITY | | Current Assets | SAN TANDESCO |
| Iguity | | (Necking/Saving) | |
| tatalned (analogs | 86,64,897,37 | Fews Bank (Vieg and Sunding) | 12,41,610.15 |
| Net Income | 37,60,352.00 | Culter Itile Samiaj U.R. Fews | 2,41,835.34 |
| WELL THE STATE OF | | Austriya Serijya Sarik | 3,00,287,13 |
| | | Resurga Diker Bana (ASTIL) | 4.36,960.64 |
| | | Besungs Rikes Bank (Sallary Ac | 4.64,960.01 |
| | | Resumps Billian Rock (ALTSO) | 1,76,790.21 |
| | | Resurga Bikes Serik Jeneral 2000 | 21,664,31 |
| | | Tetal Checking/Savings | 29,16,634.6 |
| | - | Accounts Receivable | |
| | | Leien Adeport | 1,74,641.0 |
| | | Accounts Receivable | 2,47,800.0 |
| | | Total Curveril Assets | 11,12,165.6 |
| | | Fixed Americ | |
| | | Ambulance for HDC | 8,41,400.0 |
| | | COMA Phone | 3,992,3 |
| | | Consulter Appliance | 10,300,0 |
| | | France | 1,500.0 |
| | - | Function Account | 27,065.5 |
| | | Lind & building | 23,86,264.6 |
| _ | - | Motor Elie | 40,000,0 |
| | | Hysiotherapy Equipments | 4,31,137.0 |
| | - | Sewing Machine | 8,536.0 |
| | | Television of Office | 1,719.0 |
| | - | UPS battery for Hope Centre | 25,553.6 |
| | - | Water opposition | (8.883.) |
| | - | Total Fixed Assets | 28 58 100 2 |
| | - | Other Essets | 6 |
| | | ABILIS incorcompany | 5.51,303.0 |
| | | Digital Carnere | 16,000 |
| | - | Setal Other Assets | 9,49,301 |
| TOTAL GARRITHS & EQUITY | 83,53,340,5 | | 83.63.049.5 |





| S.N Partitodas | Quartity | As on July 15, 2012 | - | Schedule S |
|------------------------|----------|-------------------------|----------|------------|
| etchin Bem | | | Quantity | Remarks |
| Vael Pale | 17 | typiotherupy Equipment | - | |
| France | 1 | Ultrasoung Machine | | |
| Code | | Short wave muching | - | _ |
| Ipoen | 24 | CPM CPM | - | |
| San | 15 | Foring | 1 | |
| Town | 1 | Kidney Tray | 1 | |
| Steel Filter | 1 | 8. P Set | 1 | |
| France Coding | 2 | Actiniga | 1 | |
| Plants Bocket | 4 | Wheer Butts | 1 - 6 | |
| Mashrem cooking your | 1 | ife | 1 2 | |
| Social | - 4 | Traction | 1 | |
| Vegetable Cooking your | 1 | Statistics | 1 | |
| Guo Sett. | 1 | Marica | | |
| Nice Spen (Nigl | | histolew tica | 1 | |
| Trectics. | 1 | Dutchin Bodien | 2 | |
| Mo Mis Cooking Set | - 1 | Fembuli | 1 | |
| Steeling | - 1 | Trança | 1 | |
| Miser | - 1 | Towale | 0 | |
| The foulpment | | Walgir Machine | 1 | |
| COMM Phone Set | -1 | Get Walter | 1 | |
| Laprag | 2 | Pacalist tran- | 1 | |
| Ladger Printer | 1 | loge | 2 | |
| Scanner | | Minde Pulling | 1 | |
| Vaccium Cleanear | 1 | Quittell | 2 | |
| Digital Cannery | 10 | othes | | |
| Auto Gram | | Walten Stanker | 11 | (|
| (Herrer | 1 | Raincoatr | 1 | |
| Bettery | 1 | Windown and Door Screen | 15 | |
| Talayston | 1 Per | mitura (teo) | | |
| Sessing Machine | 1 | Sofu Set | 1 | |
| Weelchair | | Office Tabel | | |
| Blind Stick | - 6 | Steel Direct | 1 | / |
| Solar . | 1 | Plantic Chair | 4 | |
| Mater Cycle | - 2 | Wooden East (Falleng) | 4 | |
| Cycle | 1 | hosting chair | | |
| ipeder | 1 | File Rack | 1 | |
| Carpet | AMtter | Pussion Bed | - 4 | |
| Secretar | - | | | |
| Type Cutter | 1 | | | |
| Spiral | 1 | | | |

SIGNATURE

[AUTHORIZED OFFICER'S SIGNATURE ONLY]

I certify that the above information and the information contained in any and all attachments are true, correct, and complete.

Signature:

Name: Ganga Rayamajhi

Title: Chairwoman

Date: September 2, 2012

FOR INTERNAL USE ONLY

| Final Approval for 2013-2014 Partnership: Yes / No |
|--|
| Date Approved: |
| Amount Approved: US \$ |
| Installment Schedule: |
| Special Instructions / Conditions / Comments: |