



International
Human Assistance Programs, Inc.
Helping People to Help Themselves

WORLD HEADQUARTERS

360 Park Avenue South
New York, N.Y. 10010
Telephone: (212) 684-6804
Cable Address: HUMANAID
Telex: 960816 Humanaid NYK

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The Philippines
The Solomon Islands
Sri Lanka
Swaziland
Thailand
Vanuatu

May 9, 1985

Mr. Ogden Williams

Dear Mr. Williams:

Please construe this letter as a contract for a period of 30 days only, to be performed between May 10 - June 30, 1985 for your services as a representative of the International Human Assistance Programs, Inc. (IHAP) to undertake necessary measures preliminary to the activation of IHAP's Food Relief Project in Chad. In this capacity, you will work to accomplish the preparatory steps for the implementation of the Chad Relief Project, a copy of which is attached.

Specifically, you will work toward the following objectives:

- a. Negotiating working arrangements with the Government of Chad, the World Food Program, and the AID Mission.
- b. Identify and initiate procurement of housing and office space in D'Djamena.
- c. Identify housing and warehouse space in Oum Hadjer, or any other site designated by AID/Chad.
- d. Identify availability of and initiate procurement of trucks for the transfer of food and other supplies.
- e. Set-up a system of fiscal and other accounting in consultation with AID/Chad, upon notification of AID approval of grant funds.
- f. Survey the terrain including the road between N'Djamena and Oum Hadjer to determine working conditions.

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- g. Collect background data on the nutritional condition of the displaced persons in the Oum Hadjer area (or such other areas as may be designated by AID/Chad), their ethnic background, places of origin and demographic composition.
- h. Establish liaison with local officials in N'Djamena and Oum Hadjer.
- i. Identify and resolve other matters which come to your attention pertaining to the implementation of the Chad Food Relief Project.
- j. Prepare written reports on the above matters and on other problems that you may foresee in the course of your efforts.

In the event that the grant funds from the Office of Foreign Disaster Assistance/AID become available during this assignment, you will assume the title of Country Representative and the operational direction of the IHAP Food Relief Project, including the supervision of all project personnel, and you will receive authorization, by separate notification, to commit funds in the implementation of the project. As the Country Representative, your compensation, on a fee basis, will change to that of the Chief of Party, as specified in the final approved budget of the project.

The terms and conditions of your appointment are as follows:

- a. Fee - Upon satisfactory completion of this assignment and the submission of your voucher, you will be paid \$120 for each working day plus expenses such as telephone calls, cables, writing materials and air and taxi travel within Chad.
- b. Per Diem - Per Diem will be paid according to standard USAID rate prevailing at the time of your work and in accordance with AID regulations. This will include per diem during stop-over in Paris while in route to Chad as well as in Chad itself.
- c. Local Transportation - All of your related transportation within Chad will be reimbursed upon submission of a claim voucher containing original receipts.

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- d. Insurance - It is understood that you will be responsible for the insurance coverage for your health, medical and travel during the period covered by this contract. However, medical evacuation insurance will be provided by IHAP.
- e. Advance - You will receive tickets for your international travel, and an advance to cover internal travel, communications costs, office supplies and per diem. An appropriate accounting is required for this advance including the submission to IHAP/NY of the necessary receipts.

We appreciate your undertaking this assignment for IHAP. If this letter of agreement is acceptable to you, please sign the original and a copy thereof at your earliest convenience and return the signed copy to us while retaining the original for your records.

Sincerely yours,



MYLES K. REN
Executive Director



OGDEN WILLIAMS

May 9, 1985

Date

LM:avt

Myles & Ken

Cyrine Thannikary

Jannette Noels

Amelia Tabernilla

- Tickets

- Call Dick Williams

- Change reservation to May 27