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தேச நிர்மாணம் மற்றும் தோட்ட உட்கட்டமைப்பு அபிவிருத்தி அமைச்சு
Ministry of Nation Building and Estate Infrastructure Development

අංක 79/1, පස්වේනි පවුම, කොළඹ 03. இல. 79/1, 5 ஆம் ஓழுங்கை, கொழும்பு-03 No. 79/1, 5th Lane, Colombo - 03.

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Date }

Letter of Understanding (LOU)

between

ABDF, USA

and

**The Ministry of Nation Building and Estate
Infrastructure Development,
Sri Lanka**

regarding a program to bring English teachers to Sri Lanka

This letter is to act as a framework for cooperation between ABDF and The Ministry of Nation Building and Estate Infrastructure Development ("the Ministry") in bringing native English speakers into schools in Sri Lanka.

Background:

The Ministry has requested the ABDF assist it in finding qualified native English speakers to teach in several schools in the Upcountry region of Sri Lanka. Understanding that education is a long-term sure path towards development and prosperity for Sri Lanka, the ABDF has agreed.

Project Summary:

The ABDF will undertake to identify and recruit qualified volunteer teachers. For the initial phase of this project, teachers will be assigned to schools pre-selected by both the ABDF and the Ministry in the Hatton area of Sri Lanka. As the process is improved and the number of volunteers expands, it is anticipated that teachers will also be brought into more schools both within and outside the Hatton area.

Project Specifics:

The ABDF will do its utmost to ensure that teachers are qualified, both in terms of training as well as personality, for teaching in a developing country-type of environment. Qualifications might include most or all of the following:

ලේකම් செயலாளர் Secretary	011 2382067	අතිරේක ලේකම් (පාලන) மேலதிக செயலாளர் (நிர்வாகம்) Addl. Secretary (Admin)	011 2382063	අතිරේක ලේකම් (වතු යටිතල) மேலதிக செயலாளர் (தோ.உ.) Addl;Secretary (EID)	060 2135460	කාර්යාලය அலுவலகம் Office	011 2370843
ෆැක්ස් பெக்ஸ் Fax	011 2382066	ෆැක්ස් பெக்ஸ் Fax	011 2382064	ෆැක්ස් பெக்ஸ் Fax	011 2370846	ෆැක්ස් பெக்ஸ் Fax	011 2370854

Minimum Requirements:

- Teachers must have professional qualifications. In lieu of such qualifications, the candidate must have a verifiable work history in the field. For example, working as an English teacher for the United States Peace Corps might constitute such a work history.
- Teachers must be qualified to teach English, and will follow the Sri Lankan syllabus. There are three qualifiers to this:
 - First, if a candidate is qualified to teach another subject (science, math, etc) but not English, s/he may be placed in an English Medium program to teach this subject in English, again, according to the Sri Lankan syllabus.
 - Second, if the candidate is qualified to teach other teachers up-to-date methodologies, s/he may be placed part time as a teacher, and also plan and execute seminars and workshops for area teachers part-time.
 - Third, if the candidate has "non-Academic" subject teaching qualifications (music, art, drama, sports, etc) s/he may be placed in an English Medium program to create, carry out, and/or expand arts or sports programs for the student body. Note that facilities are often very limited and the successful candidate might have to bring his/her own supplies or purchase them in Sri Lanka.
- Teachers must be willing to adhere to the expected codes of conduct and dress while engaged in school activities.
- Teachers must be willing to volunteer for a minimum of six months, concurrent with the Sri Lankan academic school year. In special cases teachers can be given shorter assignments, but this can only be determined on a case-by-case basis, primarily for those with a special or urgently needed skill set.

Preferred Requirements:

- Prior work in a developing country.
- Computer skills, particularly Microsoft Word and Excel, as well as the internet. The ability to use multimedia software for teaching is highly desirable, as is the ability to instruct students and teachers in such software.

- Health care / First Aid knowledge. Because you never know what situation might arise.

On its part, **the Ministry and/or local school** will:

- Facilitate the approval of all documents deemed necessary by the Government of Sri Lanka, including but not limited to:
 - Travel Visa and extensions
 - Approval by the Ministry of Education at Central and/or Provincial government levels, as required by Sri Lankan law.
 - Any other documents or materials as required by Central and Provincial authorities as well as the Security Forces.
- Provide reasonable lodging for the teacher. This could include lodging at the school site, or at a private home. Wherever possible, the decision on housing will be taken in consultation with the volunteer teacher.

It is to be stressed by both ABDF and the Ministry that any volunteer teacher will be the employee of neither ABDF nor the Ministry, but rather an Independent Volunteer assisted in their work by both. The volunteer is responsible for his/her conduct and activities; neither the Ministry nor ABDF can be held responsible for the volunteers extracurricular activities. That said, both ABDF and the Ministry can, in conjunction with the local school, withdraw their support in the event of any activities engaged upon by the volunteer that are unethical or illegal. This includes political work by the volunteer.

Representatives:

Both the Ministry and ABDF will appoint one person each to carry out this program. These two representatives will be:

V. Shanthakumar
Private Secretary to the Honorable Minister
Ministry of Nation Building and Estate Infrastructure Development
No. 79/1, 5th Lane
Colombo 03
Sri Lanka

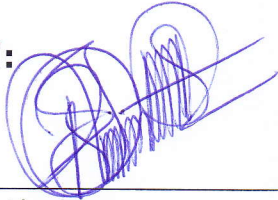
Bennett Hinkley
Project Director, ABDF
32 Kudah Lane
Sinna Uppodai, Batticaloa
Sri Lanka

732 Blossom Lane
Lincoln, CA 95648
USA

Terms:

The term of this LOU is for an indefinite period from the effective date of this agreement and may be revised upon written mutual agreement. The LOU can be reviewed at any time to ensure it suits the purposes of both organizations. Either organization may terminate this LOU upon thirty (30) days written notice without penalties or liabilities.

Signed:



V. Shanthakumar

Date

29/07/2009



Bennett Hinkley

Date

29/07/09