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Western Heads East

6-11-2017

MikonoYetu Letter of Financial Agreement

Western Heads East

MikonoYetu

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RE: Financial Agreement between MikonoYetu and Western Heads East

In order to further strengthen institutional partnerships, support local leadership, and increase Fiti probiotic yogurt production and consumption, WHE will fund **CAD\$3860** for MikonoYetu to distribute 100 Fiti probiotic yogurt kitchen start-up package (lactometer, thermometer, laminated poster sets, accommodations, and transport costs to a balance of rural, semi-urban and urban areas). Upon signing and returning to Western Heads East, this letter forms the agreement detailing fund distribution and accountability requirements for the monies transferred for MikonoYetu. Specific details on the use of approved funds by MikonoYetu and reporting requirements are below.

1. Western Heads East agrees to fund 100 starter packages for new participants with the Fiti program. Starter packages include a lactometer, thermometer, and set of 7 posters. The approved cost breakdown of these items is as follows:
 - a. Lactometer - 10,000 TSH (1)
 - b. Thermometer – 3,000 TSH (1)
 - c. Set of 7 posters – 30,000 TSH (1)
 - d. 1 starter package = 43,000 TSH
 - i. 43,000 TSH x 100 packages = 4,300,000TSH
 1. 4,300,000 TSH = **CAD \$2,375**

2. Western Heads East agrees to fund transportation and accommodation costs associated with new participant training in the following amounts:
 - a. Accommodation = 25,000 TSH/night
 - i. 20 trips x 5 nights per trip = 2,500,000 TSH
 1. 2,500,000 TSH = **CAD \$1375**
 - b. Transportation = 10,000 TSH/trip
 - i. 20 trips = 200,000 TSH
 1. 200,000 TSH = **CAD \$110**

3. Total Western Heads East funding for 100 new start-ups.....**CAD \$3860**

The approved funds will be distributed to new kitchen participants who meet the following requirements:

4. Newkitchen participants are required to invest in their start-up costs.
 - a. New participants must purchase a three month supply of sachets in order to receive a Fiti starter package.
 - b. The three month supply purchased by a participant kitchen must not be less than 24 sachets. This number is calculated based on an average production of 30L/day.
 1. 30L/day = 2 sachets/week

2. 2 x 12 weeks = 24 sachets
3. 24 sachets x TSH 1500 = TSH 36,000 investment

Financial Reporting

5. MikonoYetu agrees to provide timely and accurate financial reporting.
 - a. MikonoYetu will provide to Western Heads East by January 31, 2018, a summary invoice with attached receipts for all of the above purchases including: starter packages, transportation, and accommodation expenses.
 - b. Receipts will be provided to Western Heads East in a timely manner, as purchases are made and no later than December 30, 2017.
 - c. The summary Invoice/Report will reconcile all expenses with the expenses outlined in items 1,2, and 3 above.

Western Heads East is grateful for the collaboration with MikonoYetu for the growth of the Fiti probiotic yogurt program economically empowering women while bringing health to their communities in Tanzania.

Organization Signatories

Maimuna Kanyamala
Executive Director, Mikono Yetu

Robert Gough
Western Heads East: Western University