



## Helps International (HINT), Cameroon

**Mission:** To improve on the social and economic well-being and health of the poor and underprivileged in the society through education, skills development and job creation.

NGO Registration No.: 022/G.37/D.14/1/Vol. 8/022/OAPP/98

Thursday, April 19, 2007

Our Ref: HINT/ED/2007/005

Your Ref: .....



### Computers for Development (ComDev) Project

Letter of agreement between Helps International (HINT), a registered non-governmental organization with registration number 022/G.37/D.14/1/Vol.8/022/OAPP/98 with head office in Bonduma, Buea, herein represented by its Executive Director, Tinshu Genesis Gemuh, referred to as the provider and

School/Centre Name: .....

Postal Address: .....

Location: .....

Registration number: .....

Office Phone: .....

Cell Phone: .....

Emails: .....

Website: .....

represented by

Mr. /Mrs. ....

and referred to as the recipient

The recipient wishes to receive refurbished computers and monitors to be used to provide free training and Internet access for their youths. In exchange, the recipient agrees to the following:

1. The recipient will use the donated computers for at least 5 years primarily to give their youth free training and Internet access for educational purposes.
2. The recipient will protect the computers and cover the costs of maintaining and connecting them to electricity and the Internet service (when they are able to) for at least 5 years.
3. The recipient may work with the provider to provide instruction in computers for the recipient's teachers/staff and youths.
4. The recipient will provide furniture and secure room for the computers.
5. The recipient agrees to guide their youth to participate in an on-line "sister-school" partnership with a more tech-savvy school in the USA and other countries, develop an educational & cultural web page and link it to [www.WorldComputerExchange.org](http://www.WorldComputerExchange.org) and [www.hintonline.org](http://www.hintonline.org), and have a team of participating youth e-mail a semi-annual report on the status of the computers for at least 3 years, partners with whom they have worked, and their accomplishments to [Reports@WorldComputerExchange.org](mailto:Reports@WorldComputerExchange.org) and [info@hintonline.org](mailto:info@hintonline.org). The purpose of this is to increase interaction, IT knowledge, information exchange, with the aim of improving learning in the sister school.
6. The recipient agrees to assist the provider in their annual evaluation site visits;

PO Box 469, Buea, South West Province, Cameroon.  
Office Phone: +237 332 3422; Fax: +237 332 3363  
Email: [info@hintonline.org](mailto:info@hintonline.org); Website: <http://www.hintonline.org>



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7. If the recipient charges a fee for adult use of the computers and/or a nominal monthly membership fees for youths, all proceeds will cover the costs of computer maintenance, power, and Internet services where applicable.
8. In partnership with the provider, the recipient will recycle or dispose of each piece of computer equipment at the end of its useful life in a way that minimizes ecological harm.
9. The recipient agrees to contribute 25,000 FCFA (twenty-five thousand francs) per Pentium II computer, and 30,000 FCFA (thirty thousand francs) per Pentium III computer to assist with administration, shipping & handling before collecting the computers from HINT's warehouse in Buea. The provider and its partners will pay the rest.
10. The recipient agrees to pick up the computers from Helps International's Head Office at Bonduma in Buea as from **April 1, 2008**.
11. The recipient agrees to have some of their students send letters of acknowledgment and appreciation to the provider and to World Computer Exchange after they receive the computers.
12. The provider retains the right to visit recipient schools/organizations/centres on their regular evaluation exercises.
13. Whilst all computers are fully tested and working when they leave our warehouse, Helps International (HINT) cannot be responsible for their condition upon arrival at the recipient organization.
14. The recipient agrees to be responsible for all repairs, after the computers have been collected from the provider's warehouse.
15. Helps International (HINT) reserves the right to decide upon its own priorities and to decline to meet any individual request. The final recipients will be selected on a first-come, first-served basis.

Number of Youth in Recipient School/Centre: .....

Youth Age Range in recipient School/Centre: .....

Total Fees/Tuition Charged by recipient's School/Centre per youth: .....

Number of Pentium II Computers Requested: ..... at 25,000 FCFA per Computer = .....

Number of Pentium III Computers Requested: ..... at 30,000 FCFA per Computer = .....

Total Amount of money that will be paid to Helps International (HINT) before collection .....

Total amount in Words: .....

### Signatures & Stamps:

Tinshu Genesis Gemuh  
Executive Director

Ashu Kingsley Ndip  
Project Director

School/Head Name .....  
The Recipient

Keep a photocopy of this agreement and send us the original by post mail, Email, or fax. Deadline to receive signed and stamped agreements in our office is **Friday May 25, 2007**. Early submissions are strongly encouraged. Agreements submitted after this date will not be considered for 2008.

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