

April 28, 2017

Mr. Omar Salih  
4451 Forest Park Ave #511  
Saint Louis, MO 63108  
USA

Dear Mr. Salih:

On behalf of Winrock International, welcome, and thank you for contributing your valuable time and expertise to this exciting and unique volunteer opportunity! This letter appoints you as a Winrock Volunteer and furnishes basic information on the nature of your assignment. You will receive additional information before your scheduled departure.

**Assignment** – The objectives of your assignment are stated in the Scope of Work GUI165 (enclosed).

**Duration of Assignment** – Your assignment in Faranah, Guinea will be about 16 days, including travel, June 10, 2017 to June 25, 2017.

**Host-Country Organization** - The host organizations for the assignment are the Institut des Sciences Agronomiques et Veterinaires de Faranah (ISAV/F), Ecoles Nationale D'agriculture Et D'elevage, Center for Post Primary Professional Training, and Higher Institute of Veterinary Medicine.

**Honorarium** - Experts serve on a volunteer basis, therefore, no compensation is paid for professional services.

**Assignment Expenses** - A travel advance (including pre/post expenses, lodging, and per diem) will be provided through a wire transfer to your bank account about one week prior to your departure.

**Pre/post expenses** - Winrock International will reimburse you for pre /post preapproved assignment expenses. Expenses must be claimed on an expense report form and accompanied by receipts.

**Living Expenses** - Living expenses while on assignment will be covered by the program. Actual lodging expenses must be claimed on an expense report form, accompanied by original hotel receipts. Meals and incidental expenses do not need to be itemized on the expense report. Reimbursement will be made based upon program per diem rates.

**Travel** - Winrock International will provide you with the most direct, economy class,, round -trip air ticket\* from your home base to the assignment destination. Any ground transportation required from home base to the nearest international airport will be reimbursed to you at either \$0.54 per mile or upon submission of the receipt from the transportation service. Winrock International's accounting rules require **that all original air ticketing stubs (used or unused)** be returned along with your expense report.

**Certificate of Health** - Winrock requires a statement by a licensed physician certifying that you are physically able to engage in the activities required by this assignment. This certification may be based on a recent physical examination. (The certification form will be forwarded to you by the Winrock recruiter/mobilizer.) If you incur expenses in obtaining this certificate of health, , Winrock will reimburse you up to \$100 for the cost of the exam. Please submit the original receipt. This certificate must be received by Winrock before your departure.

**Insurance** - While on assignment, you will be enrolled with Winrock's travel insurance provider, which gives you direct access to prompt assistance in the event of a medical emergency while traveling abroad. You will receive information detailing the benefits and services. Winrock International also provides insurance coverage for accidental death and dismemberment up to a maximum amount of \$50,000.

Please note that Winrock International provides only limited Accident and Sickness Medical Benefits that are in excess of all other valid and collectible insurance indemnity. Pre-existing conditions are not covered. This insurance coverage is

effective while traveling outside your country of permanent residence while on the business of Winrock International.

**Business Cards** - Business cards identifying you as a Winrock volunteer may be printed for you in -country. Please limit the use of these cards to your work under this specific assignment.

**Appointment Cancellation**- This agreement may be terminated, or changed, based on the needs of the host organization. In the event of termination, Winrock International will reimburse you for pre assignment expenses already incurred, and you will be required to return any advance provided to you.

Volunteer agrees to protect, defend, indemnify and hold harmless Winrock and its directors, shareholders, officers, agents, employees, successors and assigns, from any and all losses, claims, liabilities, costs, demands, fines, penalties and damages (collectively, "Damages"), imposed or threatened, known or unknown, resulting or arising from or relating to: ( i) any injury, illness, accident or death (collectively, "Injuries") of Volunteer occurring while traveling on behalf of Winrock; ( ii) any events relating to or arising in connection with Injuries of Volunteer while traveling on behalf of Winrock; (iii) any failure of Volunteer to observe and comply with the travel policies of Winrock prior to, during or after the time of Volunteer 's travel on behalf of Winrock; (iv) any fines, penalties, or other sanctions (collectively, "Sanctions") imposed upon Volunteer or Winrock as a result of noncompliance by Volunteer with any applicable law of the jurisdiction in which the Volunteer is traveling on behalf of Winrock; (v) any claim made by any person, entity or governmental authority arising out of, in any way relating to, or resulting from, directly or indirectly, any loss of or damage or injury to any property, person, or the environment caused by Volunteer 's negligence or willful misconduct; and (vi) notwithstanding anything to the contrary set forth in Winrock 's travel policy, any medical and legal expenses arising in connection with such Damages, Injuries, and/or Sanctions incurred by or imposed upon Winrock or Volunteer.

Please indicate your agreement with these terms by signing and returning this letter to your recruiter/mobilizer by email as soon as possible.

We believe your assignment will make a valuable contribution, and we wish you the best of success.

Sincerely,



Jennifer Snow  
Associate Director, Volunteer Programs

Signature: \_\_\_\_\_

Omar Salih

Date: \_\_\_\_\_