



## Protocols for working with Projet Jeune Leader

- a. **Perdiem** – The Association/NGO agrees to pay each of Projet Jeune Leader trainers:
  - 40,000 AR per day of work (including travel days) *if* the training is held outside of Fianarantsoa
  - 15,000 AR per day of work *if* the training is held in FianarantsoaProjet Jeune Leader will send at least 2 trainers regardless of the group size.
- b. **Housing** – If the training will take place outside of Fianarantsoa, the Association/NGO agrees to pay for the trainers' lodging. If the trainers are of same gender, please book 2 separate rooms. If the trainers are of the same gender, they can share a room but please book a room with 2 beds. If the training will take place in a rural area with no hotels, then please arrange other lodging and communicate a week in advance if the trainers need to bring additional equipment (pillows, blankets, flashlight, etc.).
- c. **Transport** – The Association/NGO agrees to pay for the roundtrip transport for each trainer from Fianarantsoa to the training site. If the training will take place outside of Fianarantsoa, please cover the transport all the way to the training site/hotel (this might include an additional taxi or pousse-pousse fare). Projet Jeune Leader will advance the funds for the trainers to travel to the training site and will bring the receipts to the training for reimbursement.
- d. **Materials** – The Association/NGO agrees to contribute a lump sum of 60,000 AR for training materials (*Note: if the number of participants exceeds 25, or if you are requesting a training for more than 2 days, Projet Jeune Leader will adjust this amount*). Projet Jeune Leader will advance these funds to buy materials and will bring the receipts to the training for reimbursement.

### Other notes:

- If you take photos during the training, we would appreciate if you could share them with: [fianarleader@gmail.com](mailto:fianarleader@gmail.com)
- If you share information about the training on social media (Facebook, Twitter, blog), we would appreciate if you could tag Projet Jeune Leader:

**Facebook:** facebook.com/ProjetJeuneLeader

**Twitter:** @PJL\_Madagascar

**Website:** [www.projetjeuneleader.org](http://www.projetjeuneleader.org)