Appendix F

Pre-Departure Preparation of Team
(Prepared for BIFAD Staff by Gordon Ramsey, Consultant, 1983)

In order for a pre-departure program to be successful in improving implementing team performance, the donor should plan to provide the following services.

1. Donor-specific training materials:
   a. Policies and strategies specific to country and project
   b. Regulations and procedures:
      + contracting
      + project planning and design
      + participant training
      + commodity procurement
      + financial management (accounting, budgetting, host country currency management, advances)
      + Donor evaluation requirements
   c. Country-specific political-cultural background
   d. Living and working conditions in country
   e. Host country laws, policies, attitudes toward donor, practices, institutions, counterparts

2. Project-specific information
   a. Mission documents—CDSS, PID, PP
   b. Project goals and objectives
   c. Project status
   d. Donor and country officials
   e. Relevant technical, social, economic studies

3. Pre-departure requirements
   a. Passport and visa requirements and procedures
   b. Weight allowance
   c. Appropriate clothing
   d. Regulations concerning pets and special needs