



considering service

HOUSING

Housing rents for all INFers [including furniture costs for Short term secondees] are paid from out of the support charge.

Housing operates on a pooled system – which means that no matter where you are based, or how much your house rent is, everyone pays the same and the cost is shared by all.

INF encourages secondees to live at a similar level to Nepali officers with whom they are working. In addition INF feels responsible to accommodate its Secondees in houses which meet some basic safety standards [in terms of construction, electricity, etc.]. We encourage INF expatriates to develop and maintain as much of a sense of home as is appropriate in the national and local contexts, and that is conducive to enabling them to thrive in their life ministry to which they are called and assigned.

Roles and Responsibilities

Housing is arranged by the administration department in each centre, with the assistance of a local Expatriate Team Coordinator [ETC].

Housing & utility bills

Wherever possible, new secondees will initially be placed in INF accommodation or with a Nepali host-family during Language and Orientation Training [LOT] or in an approved Guest House. After which arrangements will be made for them to move out to rented accommodation.

Housing will be arranged as follows:

Length of stay	Housing arrangements	Utility bills
at least 20 months	Must set up their own home [the house will be arranged by local Programme Administration, with assistance from ETC].	Pay according to usage.
12 to 20 months	Furnished housing may be available or it may be preferred for the Secondee to set up their own home. Open to negotiation [with ETC & Programme Manager]. If in INF housing, may be required to share. If you have to set up your own home you can rent furniture from ETC	If in INF housing, either according to usage or a fixed rate* will be charged by NCO to cover electricity, gas and water. Individuals must pay the Domestic Worker and phone bills separately.
less than 12 months	Furnished accommodation will be arranged [either in INF housing, guest house or a Secondee's house while on Home Assignment]. Volunteers may be required to share the property, but not a room.	If in INF housing, either according to usage or a fixed rate* will be charged by NCO to cover electricity, gas and water. Individuals must pay the Domestic Worker and phone bills separately.
Electives & Interns	Accommodation arranged by Recruitment Officer.	Pay their own way for everything.
Visitors	No housing arranged	Pay their own way for everything.

*The payment system for utility bills, and the rates for fixed rates will be determined locally by the ETC and Programme Administration.

Within the constraints of INF policy, where priority is given to existing rented property, individuals have some freedom to find their own homes but must involve the Expat Housing Coordinator and the local Programme Administrator to negotiate with landlords and rents must be below the rent ceiling.

Factors to consider are:

- work location
- transport availability
- schooling needs [where applicable]
- spiritual ministry

If people wish to live alone, it is recommended that their accommodation is near to other INFers for support and encouragement or above their landlord.

House requirements

Most houses used by INFers are made of brick and stone plastered with cement, with cement floor and roof. The windows have glass and fly screens and usually metal bars for security. All have electricity and water piped into the house. Hot water is not always available. Usually accommodation is in two/ three bedroom flats with sitting room, kitchen, toilet/bathroom and sometimes a dining room.

All houses, when first used by INF, have to be inspected by the ETC together with a technical member of staff to carry out essential checks. They will ensure that the houses are of an adequate standard from the point of view of space, facilities, structural and electric safety. The houses need to meet the requirements written in the Housing Guidelines for the particular Centre.

Normally the landlord will be expected to carry out the work that needs to be done to bring the house up to a suitable standard, prior to entry by the tenants. Any extra work required by prospective tenants will be at the tenant's expense, unless the landlord agrees to pay for this.

Please note, however, that when bringing houses up to a required standard, INF acts merely as an agent and is not responsible for paying for repairs/maintenance to any rented property.

If the house standards are significantly lower than current INF standards INF may pay for upgrading.

Rents & contracts

Rents are negotiated by the Programme Administrator, not the occupant, and are subject to the following principles:

- Rents for Secondees are covered by the Secondee Charge [also during Home Assignment] and are paid by INF to the landlord.
- Unless leaving in an emergency, the tenants should let the Programme Administrator know 4 months in advance if they intend to vacate the house, otherwise they might have to pay for the extra [unnecessary] rent.
- INF does not allow individuals to pay more for a house from their own means.

Maintenance of the House

Once the required work has been carried out and the occupant is established in a house, he/she may arrange in person with the landlord regarding repairs, maintenance etc. within the terms of the contract. The Programme Administrator should only be advised of major problems or where large sums of money are involved.

Arrangements when leaving a property

Home Assignment

As a general principle, houses should be left in a suitable condition so that Short Term Secondees or Students may use them. Secondees must allow their property to be used during home leave. Rent will be covered by the Secondee Charge.

House-sitting

When going away on holiday or otherwise, tenants can arrange for someone to house-sit. This is beneficial for security reasons, especially if they are the only occupants of the house.

End of service with INF

Notice will need to be given [three months to the landlord and four months to INF Administration staff] before you are due to leave. The property will need to be left in a good condition.

Furnishings

Apart from exceptional circumstances, Secondees who are living in their own accommodation must purchase their own furniture.

Properties for Short Termers are already furnished and equipped according to the Centre's Housing Guidelines.

Moving

Time off when moving house

Within a Centre, the post-holder is allowed 2 days off work for moving house. When moving between Centres, the post-holder is allowed 2 days for packing up, the time taken for transportation, and up to one week setting up home in the new Centre.

The date for starting work should be agreed with the new line manager.

Moving costs

INF pays the transport costs for the Secondee to move into their first house, as well as the cost of inspecting and checking houses not previously used by INF. The Secondee/Sending Agency pays for transportation of goods/furniture, etc. INF pays for any subsequent move that is beyond the mission partner's control, e.g. the landlord giving notice. If people want to move house because they are not happy with their present house, they have to pay personally for the costs of moving house as well as the costs of the check-up of the new house.

The costs of moving from one Centre to another are normally paid for by the receiving project. This includes the actual transport costs for people and goods, subsistence for the travel period, and if agreed by the project and ETC, nights before or after the move when it is not possible to be in the old or new house. If air or porter transport is involved, the project may set a weight limit on goods to be transported at project expense.

