**INSTRUCTIONS FOR USE**: Please fill out ALL the fields in this form, expecially the mandatory fields. One form should be filled out separately for each facility requiring a service. The signed form should be electronically sent to [Nepal.ETC@wfp.org](mailto:Nepal.ETC@wfp.org). denotes mandatory field.

**ETC Services include:**

* Internet connectivity (WiFi)
* Radio programming
* Basic business services including printing, scanning, copying

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Organisation and Name, Title & Contact Details of Person Authorised to Represent the local office** | | | | | | |
| Organisation Name : | | Click here to enter organisation name | | | | |
| Contact Person : | | Click here | | Email Address : | | Click here |
| Mobile # : | | Click here | | Office Tel #: | | Click herel |
| **Technical Contact Person (If different from above)** | | | | | | |
| **Name** | | **Contact Number** | | **Contact Email** | | |
| Click here | | Click here | | Click here | | |
|  | |  | |  | |  |
| **Facility Details (For internet connectivity only)** | | | | | | |
| Name of Facility : | | Click here to enter name of facility | | | | |
| GPS Coordinates (From GPS or Google Earth) : | | Click here to enter text GPS Coordinates | | | | |
| Location (Town, District) : | | Click here to enter location of facility | | | | |
| Number of Staff : | | Click here to enter the nember of staff in this facility to be served | | | | |
|  | |  | |  | |  |
| **List of other Humanitarian organisations working in your area. (For internet connectivity only)** | | | | | | |
| **Organisation Name** | **Contact Number** | | **Contact Email** | | **Approx No. Personnel** | |
| Click here | Click here | | Click here | | Click here | |
| Click here | Click here | | Click here | | Click here | |
| Click here | Click here | | Click here | | Click here | |
|  | |  | |  | |  |
| **Services Required Brief Description of the Problem or Need. (Any other services)** | | | | | | |
| Click here to enter the description of the problem or need. | | | | | | |
|  | |  | |  | |  |
| **ETC Use Only** | | | | | | |
| SRF Number: | |  | | Approved By: | |  |

**Note:**

* By filling out this form, WFP as the lead for the Emergency Telecommunications Cluster, does not guarantee that the service will be provided. Service provision is based on humanetarian response priorities as defined by UNHCT, availability of local provider and funding made available to the ET Cluster.
* Priority is given to facilities that will have the greatest impact on the overall response, and common facilities that support shared services to multiple humanitarian organisations.