

American Institute of Pakistan Studies

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How to Request AIPS Program Facilitation Services

AIPS can contract with institutions to provide facilitation services. These services can be contracted by an individual or an institution/university who is looking to request AIPS assistance for logistics in Pakistan. This includes facilitation for conferences, workshops, lectures and other events in Pakistan where AIPS staff is assisting with logistics for the event, vehicle, or other services.

AIPS will entertain reasonable applications for contracts from academic individual scholars who do work in and on Pakistan, academic institutions of higher learning, and in some cases, from other institutions. AIPS will prioritize awarding contracts to AIPS individual members or faculty members from AIPS institutional members. Prior to submitting a contract request, please contact aips@pakistanstudies-aips.org to ensure that AIPS can offer the services you request.

Information regarding facilitations services:

- All requests to contract with AIPS for facilitation services must be made at **1-2 months** in advance of the contract begin date. The longer the time frame, the better.
- If you are applying for a grant that will include AIPS contracted services, a contract must be agreed to prior to the submission of your grant. AIPS is not liable to offer services that have not been contracted prior to the submission of a third-party grant or contract.
- AIPS member institutions' requests are prioritized when AIPS reviews contract requests.
- Requests must minimally include **a budget based on the costs noted below, itemization of the facilitation services to be provided** that give detailed **information on the proposed program., Scope of Services to be Provided** that give detailed **information on the proposed program**. If there is no contract provided by requesting individual or university, a contract will be supplied by AIPS.
- For the itemization of facilitation services, include a document containing the services you are requesting and clearly explain the locations, dates, lodging request, ground transportation request, etc. Please also include a list of names, contact information, and institutional affiliation for anyone for whom AIPS will be facilitating travel. Please provide as much detail as possible. Please provide as much detail as possible.
- The **budget** must detail all expenses that will be incurred by AIPS.
- If you are requesting accommodations at an AIPS guest house or use of AIPS car/driver or security services, please contact AIPS (aips@pakistanstudies-aips.org) for the current rates.
- Accommodations at AIPS guest houses and AIPS car services are subject to availability and AIPS members (institutional and individual) will be prioritized.
- AIPS will charge a 10% administrative fee on top of any actual expenses. Please include this on your budget.
- Upon review of your budget and services being requested, AIPS will determine if this rate will be

sufficient or if additional fees or staff time will be needed.

- AIPS will also review your budget for accuracy and practicality. Please allow one-two weeks for this review process. Finally, please send AIPS any flyers or links for the program under contract as AIPS may include them in member announcements.

Rates:

- As of 10/1/2020 rates are as follows:
 - \$50/night for nightly accommodations, includes breakfast (AIPS guesthouse only; limited space)
 - Federal rate for locations in Pakistan for all other hotel accommodations
 - \$50/day for secure car & driver for up to 8 hours (max 2 passengers)
 - \$40/airport transfer (one-way)
 - Any additional services (laundry, etc., are charged separately)
- Rates NOT noted above may need to be approved by AIPS (i.e. rates for van transport, etc.)
- Note: rates are subject to change, please contact the AIPS office in Pakistan for current rates

NOTE: This contract only provides services. If you are requesting an AIPS partnership to provide program content/delivery, rather than a contract for services, you must work directly with the AIPS business office to develop an appropriate sub-contract.

AIPS will not review incomplete requests. If AIPS is able to assist with your program and there is an agreement on the budget and scope of services, a contract will be provided.

Due to resource limitations, not all requests for facilitation services will be approved. We strongly recommend contacting AIPS in advance of submitting a request. It is your responsibility to prepare and submit a timely request to AIPS well in advance of any deadline on the end of the requestor.

Typical facilitation services provided by AIPS:

Airport transfers

AIPS guesthouse lodging (limited)

Hotel arrangements in major cities in Pakistan

Domestic flights/ground travel in Pakistan

Secure driver/car

Secure mini-van for larger groups in Pakistan

Secure/rent venues at local institutions

Services that may require an extra surcharge:

Purchasing of equipment in Pakistan (computers, etc.) for third-party institutions in Pakistan