

## Volunteer Educational Material Preparation Contract

This Agreement is entered into as of 12/5/2024 by and between **Kelem Tutors** (the "Company"), represented by **Fikru Yakob** and Mandefro Bizuwork Woldehadi, (the "Volunteer").

### 1. Scope of Work

The Volunteer agrees to prepare **educational materials**, including:

- **Notes, questions, and answer keys** with detailed explanations for the assigned single chapter.
- Materials will adhere to the quality standards set by Kelem Tutors.
- Kelem Tutors will assign the grade level and subject for each task and keep record of the volunteers assigned grade, subject and chapter.
- The volunteer will send his/her work to a Volunteer Quality Control assigned for the specific grade and subject to make sure all standards are met.
- Submit the 1<sup>st</sup> draft of the materials prepared by December 15, 2024.
- Submit the final draft of the prepared materials by December 25, 2024 based on the feedback from the Volunteer Quality Control.

### 2. Volunteer Responsibilities

- Deliver work in a timely and professional manner as agreed upon in advance.
- Ensure all materials align with the provided guidelines and standards.
- Revise or amend work as needed to meet quality requirements.

### 3. Compensation

- The Volunteer understands that this is a volunteer position and that no regular monetary compensation or benefits will be provided for the services rendered under this Agreement. However,
  - The Volunteer will receive:
    - A **Certificate of Recognition** for their contribution.
    - A **net payment of ETB 500**
    - **Access to training materials.**

### 4. Term and Termination

- The contract begins on the date it is signed and continues until the completion of assigned tasks upto December 31,2024 unless terminated earlier by either party with reasonable notice.
- Kelem Tutors reserves the right to terminate the agreement if quality standards are not met.

### 5. Confidentiality

The Volunteer agrees to maintain the confidentiality of any proprietary or sensitive information provided by Kelem Tutors during the course of the project.

## 6. Intellectual Property

All materials prepared by the Volunteer under this agreement will be the property of Kelem Tutors.

## 7. General Provisions

- This agreement shall be governed by the law the Federal Democratic Republic of Ethiopia
- Any disputes arising from this agreement will be resolved amicably or referred to arbitration if necessary.
- This agreement constitutes the entire understanding between the parties and supersedes any prior discussions or agreements.

**For Kelem Tutors:**

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**Fikru Yacob**

Co-founder & CEO

Date: December 5, 2024

Signature:



**For the Volunteer:**

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Mandefro Bizuwork woldetsadik

Date: 12/5/2024

Signature:

Signed by:

*Mandefro Bizuwork Woldetsadik*

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## **Mesirat Program Participants' Consent Form**

Kelem Tutors is committed to improving the Mesirat Program and ensuring it has a positive impact on program participants. To achieve this, we collect and analyze data about program participants. We value your privacy and are committed to protecting your personal data. This consent form explains how we collect, use, and share your personal information as part of the Mesirat Program. Please read this form carefully and sign to indicate your consent.

**Please read this form carefully before you decide.**

**Program Name:** Mesirat

**Data Collector:** Kelem Tutor **Address:** Lemi Kura Sub city Woreda 13

### **1. Purpose of Data Collection and Use:**

We collect your personal data to make analysis on the progress of the Program and improve the Program and learn from the data collected, including monitoring and evaluating the effectiveness of the Mesirat program and to learn how to improve it for future participants.

### **2. What data do we collect?**

We may collect some or all of the following information about you:

- Name, age, and gender
- Contact details
- Participation details in the Program
- Level of Education
- Marital status
- Refugee or displaced persons status
- Presence of a disability
- Employment status, type, earning & training participation
- Feedback and responses to surveys

### **3. Who will your data be shared with?**

We may share your data with the following parties:

- Gebeya Developer As A Service PLC
- Mastercard Foundation
- Third-party data processors hired by Mastercard Foundation to assist with monitoring and evaluation (e.g., data storage and analysis organizations).
- For additional information on how Gebeya Developers as a Service PLC processes personal data, please visit: <https://gebeya.com/privacy-policy/>. The Foundation's privacy policy can be accessed via <https://mastercardfdn.org/privacy/>. For more information on how **Kelem Tutors** processes personal data, please contact [info@kelemtutors.com](mailto:info@kelemtutors.com) to access a copy of its privacy policy.

**4. Your Rights:**

You are not obligated to give your consent. You are eligible to participate in all aspects of the program, regardless of your decision to share your data. Consent to data sharing is entirely separate from program participation. You have the following rights regarding your personal data:

- **Right to access:** You have the right to request a copy of the information we hold about you.
- **Right to rectification:** You have the right to ask us to correct any inaccurate information we hold about you.
- **Right to erasure:** You have the right to ask us to delete your information.
- **Right to restriction of processing:** You have the right to ask us to restrict the processing of your information.
- **Right to object to processing:** You have the right to object to the processing of your information.
- **Right to data portability:** You have the right to request that your data be transferred to another organization.

**5. Withdrawing your consent:**

You can withdraw your consent to share your data at any time. This will not affect your ability to participate in the program. To withdraw your consent, please contact: [info@kelemtutors.com](mailto:info@kelemtutors.com)

**6. Understanding your choices:**

By consenting to share your data, you are helping for the success of the **Mesirat** program for you and future participants.

**I agree to share my data with Kelem Tutors, Gebeya Developer As A Service PLC and Mastercard Foundation as well as any third-party data processors they may use for the purposes described above.**

- Participant Name: Mandefro Bizuwork woldetsadik
- Participant Signature: Signed by:  
Mandefro Bizuwork Woldetsadik  
F818CF8AEECD4D7
- Date: 12/5/2024

**Interpreter/Reader****Jurat****Clause**

I [Name: .....] of Address: .....] have distinctly, clearly and audibly interpreted/read the above in [Name of language/dialect translated to:.....] for the above named person who seemed to clearly understand the above and who made his/her mark in my presence.

Signed by [signature of interpreter]: .....

Date: .....