**STATEMENT OF WORK (SOW)**

**SCOPE OF SERVICES - Deliverable:**

Service Provider (WinVinaya Foundation) shall provide the following Services:

Service Provider shall on a “if required” basis provide services directly or indirectly, in any manner for recruitment of manpower, to Accenture. A “Recruit" means a candidate who possesses the material qualifications of the position/s and are competent and skilled to handle the job to be filled or as may be provided by Accenture to the Service Provider from time to time.  (“Recruits”) It is understood and agreed between the Parties that preference may be given to PwD (Persons with Disability) candidates who fulfil all requirements from an Accenture perspective regarding capabilities, skill sets, fitment to project/business etc.

1. **Service Provider Responsibility: PwD & socially economic category candidates**
2. Present recruits whose qualifications meet Accenture’s requirements towards full time jobs/internship opportunities. As communicated via communication channel
3. Candidate profile/resume to be shared by the service provider
4. Database of candidates to be shared to designated point of contact.
5. Basis ask the service provider shall carry out required training/intervention for the Recruits.
6. Basis ask The Service Provider shall intimate the Recruit the requirements as stated by Accenture and enable the Recruit to submit all the necessary supporting documents such as Recruit’s educational qualifications, proof of address, background details etc as may be requested by Accenture.

**Acceptance Criteria**:

1. The Service Provider must have contacted the individual, matched the Recruit’s general qualifications to those stated for the applicable Position/s by Accenture and with the Recruits’ knowledge and permission, identified the Recruit and intimated to Accenture in writing and provided his/her qualifications in writing including a resume/CV with the Recruits’ detailed work history, educational background
2. The Service Provider agrees and acknowledges that, the day of communication of acceptance shall be the day of acceptance of the Services by Accenture (hereinafter referred to as “Acceptance of Services”). Acceptance of the Service by Accenture shall not mean that Accenture has waived its rights to terminate the employment of the Recruit within 90 days of hiring the Recruit if the Recruit fails to perform in its employment with Accenture or has an issue with regard to Recruit’s integrity or if the Recruit violated Accenture code of ethics or any other policies of Accenture.

**Key performance metrics and service levels**

1. Conversion:

The Conversion results will be communicated to the service provider periodically by the

Recruitment team. This may vary by level.

1. **Accenture Responsibility**
2. Accenture will communicate to the service provider on required documentation for recruit
3. Accenture will communicate service provider for required assistance on joining formality
4. Designated SPOCS to reach out to service provider for respective business requirements
5. Job descriptions will be shared with the service provider
6. Accenture will communicate service provider on the feedbacks for the candidates provided Accenture will send a copy of the offer letter to the service provider for their records
7. **OTHER** CONSIDERATIONS

### If Accenture wants any special service like Sign Language Interpreters for the recruitment process or post placement support, that will be charged separately.

* 1. If Accenture wants any Disability Orientation or Specific Training (including Soft Skills Training) to be provided either to the Persons with Disabilities or others in Accenture, that will be charged separately.
  2. If Accenture wants any Sensitization workshop or Sign language workshop for its employees in either the pre-placement stage or the post-placement stage, that will be charged separately.

**SRM Performance evaluation and Dis-empanelment Process**

1. Accenture reserves the right to dis-empanel service provider basis business need.
2. Dis-Empanelment communication will be sent through email to service provider

**CONTACT PERSONS**

**Service Provider Escalation Metrics :**

|  |  |  |  |
| --- | --- | --- | --- |
| Level | Name | Email ID | Phone number |
| 1 | Laharee | laharee.srihari@winvinayafoundation.org | 89768 98982 |
| 2 | Akila | [Akila.sankar@winvinayafoundation.org](mailto:Akila.sankar@winvinayafoundation.org) | 80085 33359 |

**SRM Escalation Metrics**

|  |  |  |  |
| --- | --- | --- | --- |
| Level | Name | Email ID | Phone number |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Procurement - Escalation Matrix**

|  |  |  |  |
| --- | --- | --- | --- |
| Level | Name | Email ID | Phone Number |
| 1 | Anees Sultana | [anees.sultana@accenture.com](mailto:anees.sultana@accenture.com) |  |
| 2 | Deepak K Roy | deepak.k.roy@accenture.com |  |
| 3 | RL.Narayana | narayana.r.l@accenture.com |  |