

Date: Insert Date

Insert Name

Insert Address

Dear (Insert Name),

Warm wishes from (Insert the name of the organization conducting the DNA)

(Insert the name of the organization) is a child rights organization working (Insert a line on the organization conducting the DNA). We have recently been empanelled by the State Child Protection Society (SCPS), Government of (Insert the name of the state), as a resource agency for the implementation of ICPS. (insert name of organisation) has been entrusted by the SCPS to undertake a District Need Assessment and develop a District Child Protection plan for the Morigaon district in Assam.

Further to our conversation on \_\_\_\_\_, and subject to the terms of this letter, I write to inform you that you have been appointed by (Insert the name of the organization conducting the DNA) as our consultant to be the District Coordinator for the District Need Assessment project for the (Insert the name of the district) in (Insert the name of the state). The term of this contract would be from (Insert the timeframe with dates) (Insert the name of the organization) will pay you a fee of Rs (Insert the monthly honorarium) per month for the term of the contract for the fulfilment of your duties listed below. TDS shall be deducted from such fees payable at the applicable rates.

As we discussed, while we expect that the term of the contract will expire on (Insert the date of termination of the ToR), in the event that the term takes up to 7 additional work days beyond (Insert the date of termination of the ToR), you will be required to fulfil your duties and no additional emoluments shall be paid for such period. However, (Insert the name of the organization conducting the DNA) would compensate you for any additional work undertaken beyond such 7 additional work days. (Insert the name of the organization conducting the DNA) would also reimburse your travel costs to and within the district on actuals (upon submission of supportings), as well as provide you a reasonable living cost for the period of data collection, when we would expect you to be located in the district.

During the term of the contract your duties would be the following:

1. Source and collate the secondary data on child protection for the (Insert the name of the district), as per the template that (insert name of organisation) has developed for the same.
2. Manage the data collection team, plan their schedules, accompany them for data collection, and ensure the quality of data that is collected from all respondents.
3. Coordinate and organize all appointments and meetings for the purpose of data collection, at the district, block and village level.
4. Coordinate all meetings and appointments and schedules of the (Insert the name of the organization conducting the DNA) team when they undertake visits to the district.

5. Be located in the district through the entire period of data collection.
6. Clean-up data, sign off, and ensure that all formats are completed by the data collection team and send completed forms/questionnaires/FGD notes to (Insert the name of the organization conducting the DNA) . All data will need to be submitted in English.
7. Attend and co-facilitate training of data collection team with the (Insert the name of the organization conducting the DNA) team.
8. Accompany the (Insert the name of the organization conducting the DNA) team for all meetings and presentations and co-facilitate sessions.
9. Co-facilitate the presentations of the DNA and DCPD with the (Insert the name of the organization conducting the DNA) team.

(Insert the name of the organization conducting the DNA) reserves the right to terminate this contract at any stage if dissatisfied for any reason.

Lastly, please provide us with two references, with whom you have been professionally associated, who we may speak to, before the commencement of the term of this contract.

Kindly countersign a copy of this letter to indicate your acceptance of the terms of this letter

Date: Insert Date

Insert Name

Insert Address

Dear (Insert Name),

**Subject:** Contract—data collection team for child protection District Need Assessment, (Insert district name,state)

Warm wishes from (Insert the name of the organization conducting the DNA)

(Insert the name of the organization) is a child rights organization working to make child protection a shared responsibility. (insert name of organisation) is empanelled by the State Child Protection Society (SCPS), Government of Assam, as a resource agency to provide technical support towards the implementation of the Integrated Child Protection Scheme. (insert name of organisation) has been entrusted by the SCPS to undertake a District Need Assessment and develop a District Child Protection plan for the Morigaon district in Assam.

Further to our conversations, and subject to the terms of this letter, I write to inform you that you have been appointed by (insert name of organisation) as a consultant to be a part of our data collection team for the District Need Assessment project for the Morigaon district in Assam. This term of this contract would be from 25<sup>th</sup> February, till 30<sup>th</sup> March, 2014. (insert name of organisation) will pay you a fee of Rs.500/- day for a period of 30 days of data collection. An additional transport allowance of Rs.200/- per day will be paid for 30 days to cover your costs of transportation into the villages. TDS shall be deducted from such fees payable at the applicable rates.

While the terms of this contract expire on 30<sup>th</sup> March, 2014, in the event that data collection has not been completed or has not been collected satisfactorily, you would be required to make additional trips to the sample villages to complete the data collection and no additional emoluments shall be paid for such period.

As part of the data collection team you would be expected to undertake the following:

1. Attend all the training programs as conducted by the (insert name of organisation) team.
2. Work in a team of two to undertake FGD (children and community), and Interviews (ASHA, teacher, Anganwadi worker) in the villages specified to be part of the study sample.
3. Facilitate discussions and document evidence as per the tool provided and as per directions received in the training.
4. Organize community and stakeholders and book their time from them before going to conduct FGD and interview
5. Maintain a record of the time sheet of recording work done in the field as per the template enclosed.
6. Provide support and cooperation to all members of the team as and when necessary.

7. Obtain the sign off from the district coordinator on each of the completed tools and the time sheet.

(insert name of organisation) believes in responsible conduct and in practicing child protection in our work. Hence as part of our team you would be expected to sign and accept our code of conduct. Please find the same enclosed. Do accept the same, sign and return it to the (insert name of organisation) team.

(insert name of organisation) reserves the right to terminate this contract at any stage if dissatisfied for any reason.

Lastly, please provide us with your bio data, complete address, and PAN No.

Kindly countersign a copy of this letter, as well as the code of conduct, to indicate your acceptance of the terms of this letter.

Thanking you,

Yours sincerely,

Director

(insert name of organisation)

Acknowledged, accepted and agreed

Name:

Signature: